

University of Kansas Libraries

Number 1385 January 9, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

DEATH OF PROFESSOR GEORGE JENKS

Professor George Jenks died Sunday night, December 29, 1996. Bill Crowe has encouraged me to prepare and send this message on behalf of all in the Libraries who knew and valued Professor Jenks as a colleague and a patron.

George Jenks was Professor Emeritus of Geography at the University of Kansas, having retired in 1986. He was widely recognized as one of the most innovative and intellectually stimulating scholars in the history of American cartography. He was largely responsible for the establishment of cartography as a distinct academic field within the discipline of geography and through his scholarship and teaching, the geography department at the University of Kansas became one of the premier centers of cartographic research in the United States.

The distinguished teaching and research career of George Jenks spanned four decades, nearly all of which were in the geography department of the University of Kansas. Dr. Jenks received his Ph.D. in geography from Syracuse University shortly after coming to the geography department at the University of Kansas in 1949.

As a teacher, Dr. Jenks has left an incomparable legacy of cartographic research through the development of the resources and abilities of his students. The list of graduate students and cartography instructors trained by Jenks is most impressive and represents an outstanding record of interest in their growth as scholars and as individuals. Many of his students hold important cartographic positions in some of the best universities in the United States and abroad. Among many honors and awards during his career, Dr. Jenks received the Distinguished Teaching Award in 1980.

Dr. Jenks was widely published, being responsible for many articles, maps and map publications. He was highly regarded as a lecturer, both nationally and internationally. Throughout his career, Dr. Jenks was ranked as one of the top United States cartographers by his foreign colleagues.

Upon his retirement, and for several years following, Dr. Jenks worked to organize his donated manuscript maps and papers in the T.R. Smith Map Library, where he wanted them made available for continuing study by students of cartography.

Donna Koepp

FACULTY EVALUATION PLAN BALLOT

Results of the ballots for the Libraries Faculty Evaluation Plan are as follows: 48 ballots were returned (58 were sent out), 29 voted **Yes**, 16 voted **No**, 1 ballot was returned blank. The Plan has been approved by library faculty and will be forwarded to Vice Chancellor Crowe for his review. The copy

which I will send to Bill will basically be the same as the copy included with the ballots. The date of January 6, 1997 will be added and the underlining and bracketed information will be deleted.

I would like to take the opportunity to publicly thank the Committee members, Rick Clement, Judith Emde, George Gibbs, Rob Melton, Cindy Pierard and Mel DeSart as chair, for their fine work. They worked diligently under very tight time restraints to produce a plan which has been approved by a clear majority of faculty members. Thank you all so much. I would also like to thank members of the faculty who attended the meeting on the 17th and provided the Committee with very thoughtful comments. These comments will be forwarded to Bill as well with confidentiality maintained.

Becky Schulte, Chair

ATTACHMENTS

Library Orientation Tour Schedule
OSU Thank You & Best Service Partners List
LFA Exec Minutes, December 16, 1996

University of Kansas Libraries

◆ INTRO 2 INFO ◆

Library Orientation Tours

Staff tour guides will introduce information resources and services available through the University of Kansas Libraries. Scheduled tours are approximately 45-60 minutes long.

Anschutz Science Library 864-4931

◆ Friday, January 10th 10:00 a.m.

Murphy Art and Architecture Library 864-3020

Level 1, Helen F. Spencer Museum of Art

◆ Tuesday, January 14th 4:00 p.m.

T. R. Smith Map Collection 864-4420

Level 1, Anschutz Science Library

◆ Thursday, January 16th 1:00 p.m.

Thomas Gorton Music Library 864-3496

448 Murphy Hall

◆ Friday, January 17th 2:00 p.m.

Watson Library 864-8991

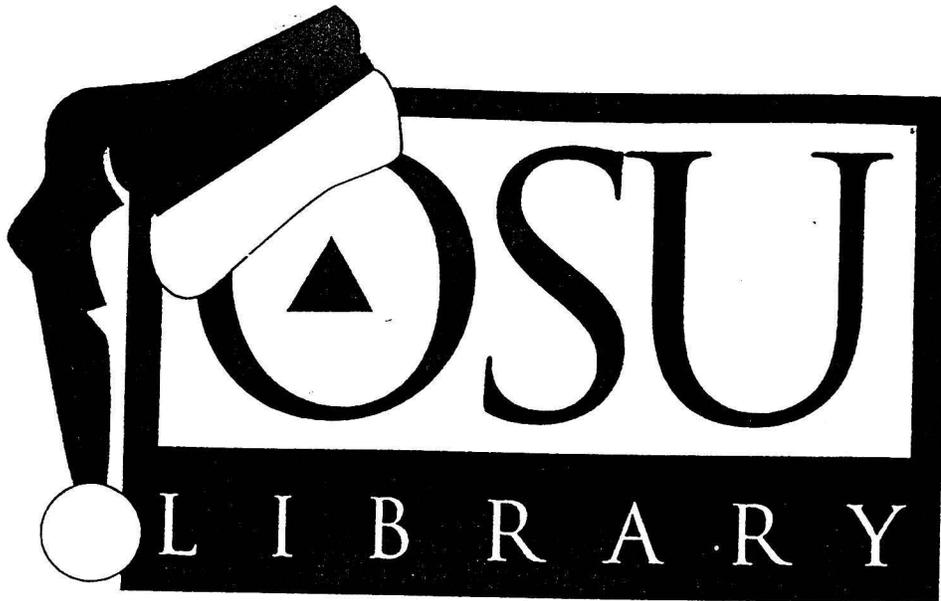
◆ Friday, January 10th 10:00 a.m.

◆ Wednesday, January 15th 5:00 p.m.

◆ Friday, January 17th 10:00 a.m.

◆ Saturday, January 18th 1:00 p.m.

◆ Tuesday, January 21st 7:00 p.m.



Each year my Interlibrary Services staff sends Season's Greetings and a box of chocolates to ten counterpart ILL departments that consistently provide exceptional service — for routine requests and for those occasions when we have asked for the unusual.

Your interlibrary services staff is one of our best partners. I wanted to let you know about their responsiveness and our appreciation of their services. Their work helps us look great to our faculty and staff.

Best wishes for your holidays,

A handwritten signature in cursive script, appearing to read 'Edward Johnson'.



**"BEST SERVICE"
PARTNERS**

Colorado State University

Iowa State University

Kansas State University

Oklahoma Department of Libraries

Texas A&M

University of Missouri

University of Oklahoma

University of Kansas

University of Texas

University of Nebraska

LFA Minutes for Dec. 16, 1996.

Present: M. DeSart, G. Gibbs, C. Pierard, B. Schaffner, J. Girardo, K. Lohrentz. Absent: B. Schulte.

The meeting was chaired by Mel, LFA Chair-Elect. Becky was absent due to medical leave.

1. Minutes.

LFA Exec minutes for Dec. 9 were revised and approved.

Nominating and Ballot Committee minutes for Nov. 7 and for Nov. 26 were reviewed. Planning and Resources Committee minutes for Oct 10, Nov. 7, and Nov. 21 were reviewed.

2. Ad Hoc Research Committee Membership.

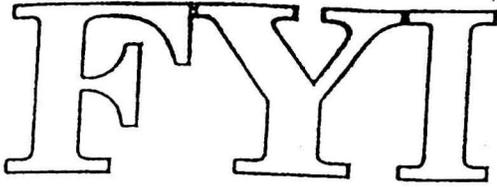
Becky announced the membership of this committee via e-mail. Members are Brian Baird, Kathleen Neeley, John Richardson, and Brad Schaffner.

3. Faculty Evaluation.

Various background issues pertaining to the faculty evaluation plan were discussed in the light of questions raised by LFA members and in preparation for the LFA general meeting scheduled for Dec. 17.

4. A joint meeting of LFA Exec and the Ad Hoc Committee on Faculty Evaluation will be held immediately after the LFA general meeting on Dec. 17.

Submitted by Ken Lohrentz.



University of Kansas Libraries

Number 1386 January 16, 1997

* * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * *

UNCLASSIFIED VACANCY

Reference Librarian/Bibliographer, a full-time, tenure-track position with the University of Kansas Regents Center Library, located in Overland Park, Kansas. The Reference Librarian/Bibliographer provides reference assistance and library instruction, prepares user aids, and assist with planning library services in a team environment. Also has responsibility for collection development for Regents Center programs in education and social welfare. Required Qualifications: MLS from an ALA-accredited program; at least three years of professional experience in providing public service in an academic library; ability to work effectively with colleagues and a diverse clientele; strong commitment to public service; demonstrated communication skills, both written and oral; experience providing library instruction; experience providing service to nontraditional students; ability to work independently and cooperatively in a rapidly changing environment; experience with electronic and Internet information sources; ability to work some evening and weekend hours. Preferred Qualifications: Academic preparation in social welfare, education, or one of the social sciences; experience in providing library services in an extended campus setting; recent work experience with automated library systems; experience producing user aids in print and electronic formats. Annual Salary: \$26,000 - \$32,000, dependent upon qualifications. Excellent benefits. To apply, submit letter of application, resume, copies of undergraduate and graduate transcripts, and names of three references to: Sandra Gilliland, Assistant to the Dean, University of Kansas Libraries, 502 Watson Library. Applications received February 28, 1997 will be given first consideration. Applications will be accepted until the position is filled.

CLASSIFIED VACANCY

Applications are now being accepted for a full-time Library Assistant I position in the Cataloging Department. Responsibilities of this position include: 1) Searching appropriate OCLC records and cataloging books through OCLC, 40%; 2) Overseeing new book searching (level 1 and 2, 090, Overflow), 15%; 3) Overseeing Hold Searching and Retrieval, 10%; 4) Performing special assignment(s), 25%; and 5) Training and Supervising Student Assistants, 10%. Minimum Requirements: One year of library clerical or library technical work experience (some educational substitutions allowed). Preferred occupational skills: Library record keeping experience (code K20E0, level 2, weight 40). Reading knowledge of one or more foreign languages (Language codes: SP, FR, GE, PO, weight 20). OCLC cataloging (code E1130, level 2, weight 10). Experience with IBM compatible computers (code EQIBM, weight 10). Additional preferred selection criteria: Prefer knowledge of Anglo-American Cataloging Rules, 2d ed. Prefer college coursework. Prefer accurate keyboarding skills. Prefer a flexible person with strong interpersonal and communication skills who is able to work effectively with a large staff involved in a wide variety of tasks in a changing environment. Prefer demonstrated initiative and ability to: work successfully with detailed and complex

(continued)

An Equal Opportunity/Affirmative Action Employer

procedures, organize work effectively, work independently, and maintain a steady flow of materials through the section. Wage Information: The LAI classification is funded on pay grade 16, step A: \$9.01/hr. (\$18,744/annual). Applications are due by 5:00 p.m. Friday, January 24, 1997. Contact Barbara Woodruff or Sandy Gilliland for application instructions and forms.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to the Reference Librarian/ Bibliographer, Regents Center Library, Search Committee: Gaele Gillespie, Retrieval Services, Chair; Nancy Burich, Regents Center Librarian; Kathy Graves, Reference Department; Kelly Klinke, Regents Center Library; Ken Lohrentz, Cataloging; Sandy Gilliland, ex officio. Sandy Gilliland

CALL FOR NOMINATIONS: CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

I am very pleased to announce that former Chancellor Budig has provided funds to continue the Chancellor's Award for Distinguished Librarianship, which he began seven years ago.

Nominations for this award, the University's highest honor for a librarian, are now being accepted for review by the selection advisory committee:

Sandra Gautt, Associate Provost
 Gaele Gillespie, Retrieval Services
 Sandra Gilliland, Administrative Office (ex officio)
 Prof. Charles Stansifer, History
 Rob Melton, Bibliographer and Publications Coordinator
 Joyce Pearson, Law School Library
 Becky Schulte, Kansas Collection

All nominations should be forwarded to the attention of Sandra Gilliland, 502 Watson Library, no later than 28 February 1997. Eligibility requirements and procedures for nomination are attached to this issue of the FYI.

Please contact me or Sandy if you have any questions.

William J. Crowe

KU LIBRARIES: DIVERSITY, TECHNOLOGY, CHANGE AND US

On Thursday and Friday, January 30 and 31, Kriza Jennings, Diversity Consultant, and DeEtta Jones, ARL Program Officer for Diversity, will hold open sessions for library staff on the topics of diversity and technology issues. All staff are encouraged to attend as many of these programs as scheduling permits. Registration procedures and additional information are included in the attached announcement.

Sandy Gilliland

ATTACHMENTS

Classified Conference Open Staff Meeting Notes, Jan. 8, 1997

Minutes: LFA Exec Minutes, 1/6/97, SCD Committee Minutes, 12/10/96, Planning and Resources Committee, 12/12/96

Spring Semester Workshop Series Brochure

Chancellor's Award for Distinguished Librarianship: Criteria and Nomination procedures

KU Libraries: Diversity, Technology, Change and Us program announcement

**Classified Conference Open Staff Meeting
on Covey Leadership Center Workshops
Guest Speakers: Marilu Goodyear and Sandy Gilliland
Wednesday, January 8, 1997**

Between 45 and 50 library staff attended this one-hour presentation given by Sandy Gilliland and Marilu Goodyear.

The Seven Habits Workshop

Sandy talked for the first half-hour about the workshop she attended in St. Louis in October. The list of the seven habits of highly effective people, along with explanations and stories to illustrate them, and an explanation of the four time-management "quadrants" (a part of Habit #3, "Put First Things First") are available to all library staff in Windows95 Schedule+. In addition to reviewing these, Sandy gave some important definitions of terms:

"Habit" - Behavior resulting from the combination and practice of knowledge, skill, and desire.

"Personality" vs. "Character" - Illustrated by an iceberg, the visible "tip of the iceberg" is the personality - the part of you that people see, while the character is under the surface - the values and morals, etc., that make you who you are. This distinction has an effect on communication and interaction with others.

"Self-fulfilling prophecy" - Another important influence in how we interact with others: How we think of ourselves determines how we behave. Our perception of others influences how we treat them, which in turn, influences their behavior and performance.

"Emotional bank account" - This metaphor encourages us to think of our own actions in terms of "deposits" and "withdrawals". Examples of deposits would be acts of kindness and courtesy, apologies and keeping promises. Examples of withdrawals would be acts of rudeness, arrogance, and insensitivity. Deposits encourage self-discipline, trust, and creativity.

The workshop helped attendees to begin on their personal mission statements (which staff can also read about in Windows95 Scheduling), which integrate one's values and principles, and emphasizes balancing all the parts of one's life (personal, business, physical, spiritual, etc.).

Sandy added that the three-day, 8 ½ -hour-per-day workshop was very intensive. There were tapes and books to read prior to the seminar and she is continuing to read on specific subjects such as time management, project management, etc. on her own. The 7 habits require lots of practice.

The Principle-Centered Leadership Workshop:

This was the workshop that Marilu attended, and it built on the foundation of the Seven-Habits Program. Principle-centered leadership centers on individuals' mission statements, how groups

of people (in families or businesses, for example) can support each other in their missions (“co-missioning”), and how individuals’ missions relate to those of other individuals within an organization and to the mission of the organization itself. Principle-centered leadership takes the skills learned in the Seven Habits Program and applies them to various levels, from the personal level to interpersonal, to managerial, to organization (and in-between all these levels). It is geared toward improving for-profit business management, but the philosophies and skills are applicable to all realms of life as well as to non-profit business organizations.

Marilu identified some of the reasons she likes the Covey methods:

- In the 2 ½ years she’s been working on it, her own life has become more focused, she’s a happier person, and her values have been clarified (especially in terms of thinking about the legacy one wishes to leave).
- It integrates the whole person, not just a person’s work life, which makes implementing it much more valuable.
- It provides neutral ways of approaching conflicts and problems, and useful tools for improving communications and problem-resolution, as well as other tools and skills for every day use.
- It is grounded in good, established management theory.

Currently, there are three Covey programs offered:

1. Seven Habits
2. First Things First (Time Management)
3. Principle-Centered Leadership

An alternative to sending everyone on the staff to these workshops is made available to educational institutions in the form of videotapes and manuals. This entails sending one person to be trained as a facilitator and is considerably less expensive than sending many people to the workshops.

Texas A&M provided these in-house workshops to groups of 30 over a 14-week period, so there was still a considerable time investment involved.

The KU Libraries will pursue a program in some form suited to our needs if there is widespread interest among the staff. Interested staff may provide feedback to Marilu or to the Staff Development Committee, or CCEB, or any other means they feel comfortable using.

Following the presentation, there were some questions:

Q What got Texas A&M started on the process?

MG The provost of the University decided to “go TQM”, without really knowing how to implement it. He chose the Libraries as a starting place, and asked Marilu, who was then acting director, to do something for the library staff. She in turn did some investigating and liked what she saw of the Covey methods and followed up with that.

Q Who is Stephen Covey?

MG His background is in Business Management, which he has researched all the way back to ancient times (Biblical references and the like). He concluded that humans intrinsically have motivation, that it is up to leaders to link that motivation to their businesses' needs. He was a professor at the University of Utah until his consulting to businesses led to his forming the Covey Leadership Center, which is currently run by his son.

Q Why was Sandy chosen to attend a workshop?

MG First, she saw some of the literature on it in MG's office and expressed some interest, but mainly she was chosen because of how it relates to personnel-related issues and other aspects of Sandy's job.

Q Sandy was asked if she recommends it, having gone to the first workshop.

SG Yes, many of the tools are useful in every-day life, but it takes a lot of practice afterwards to apply them.

Q How would it be funded?

MG It might be possible to do something in conjunction with ITS (they've expressed interest). The time investment on the part of the staff needs to be seriously considered also.

SG Willing to lend staff her tapes and book (First Things First), but there is a lot that the books and tapes alone cannot offer, such as role playing and other exercises.

Q What is the Microsoft/Covey connection?

MG Microsoft approached Covey about using the material (and so did Franklin Quest)

As it was past 3:00 pm, the meeting was concluded at this point.

Minutes submitted by Corrie Thompson

The following text describes the Libraries' Spring 1997 Workshop Series. Please note that workshops are open to all KU faculty, staff, and students. Copies of the formal workshop brochure are available at all library service desks and an electronic version is available under the Libraries section of KUfacts. If you have any questions about the series, please contact Cindy Pierard via phone (4-8990) or e-mail (cpierard@ukans.edu).

The University of Kansas Libraries
Instruction Program
WORKSHOP SERIES
Spring Semester 1997

The Workshop Series is designed to introduce members of the KU community to library and information resources available to support teaching and research. Enrollment is open to all KU students, faculty, and staff. Although there are no registration deadlines, we recommend enrolling at least a week in advance of the workshop you wish to attend as space may be limited. Registration requests and/or suggestions for other workshop topics may be phoned to 864-3601 or e-mailed to workshop@ukans.edu

■ **Workshop Descriptions**

#1 AIDS/HIV Resources

Presenter: Rich Crank

In the decade and a half since the start of the AIDS crisis, a remarkable amount of information has become available about the virus and the illness. In this workshop, participants will learn about some of the important published resources for various aspects of HIV/AIDS study. Participants will also learn techniques for searching library catalogs and CD-ROM databases such as MedLine, PsycLit, and Sociofile. The session will conclude with a look at World Wide Web resources and some strategies for coping with the vast amount of Internet material on HIV and AIDS.

Thursday, Feb. 6	10:30-12:30	Clark Lab, Watson Library
Wednesday, Feb. 19	3:30-5:30	Clark Lab, Watson Library

#2 Theatrical Web

Presenter: Rob Melton

This workshop will explore Internet sites relating to the theater--for practitioners, scholars, and those who enjoy theater. We will visit sites such as Theatre Central, USITT, Stage Directions, London Theatre Guide, and others. Led by the bibliographer for Theater and Film Studies.

Thursday, Feb. 27	9:00-11:00	Clark Lab, Watson Library
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#3 Collections of the Clendening History of Medicine Library

Presenter: Susan Case

Although best known for its medical and scientific focus, the Clendening Library is home to a diverse range of subjects, such as folklore, ethics, history, and the art of illustration. The collection includes manuscripts, artifacts, works of art, and rare and antiquarian books, as well as current materials. This presentation will provide an overview of the collections and services available to everyone in the KU community.

Monday, Apr. 14

1:00-2:00

Conference Room A, Watson Library

#4 Exploring Multicultural Resources

Presenter: Johnnie Love

Learning about and utilizing multicultural resources in the classroom can be an excellent way of dispelling myths, valuing differences, preventing the spread of intolerance, and enhancing the instructional process. Participants in this workshop will have the opportunity to examine multicultural print, media, and electronic resources as well as finding aids for the KU Libraries' collections. Emphasis will be placed on resources about African American, Asian American, Hispanic American, and Native American ethnic groups.

Saturday, Feb. 22

10:00-12:00

Watson Library Reference Dept.

Thursday, Mar. 20

1:00-3:00

Watson Library Reference Dept.

NOTE: Both sessions will be held in the Instruction Alcove, Watson Library Reference Department

#5 Electronic Access to Government Information

Presenters: Carmen Orth-Alfie and Kendall Simmons

The breadth and depth of electronically-accessible government information, both federal and international, is rapidly increasing. Today, full-text CD-ROM and Internet sites are available for items traditionally sent to depository libraries in paper or microfiche as well as sources of information normally excluded from the depository program. Instead of having access to only pre-set statistical tables, raw statistical data is now available. While these new electronic formats provide clear advantages to researchers, the challenge lies in keeping up with what is available-and where. Participants in this workshop will learn access and search techniques for a wide array of government information, including sources made available via the World Wide Web and the Government Documents Library's Local Area Network (LAN) server.

Tuesday, Jan. 28

10:00-12:00

Clark Lab, Watson Library

Thursday, Apr. 10

1:00-3:00

Clark Lab, Watson Library

#6 In Our Own Words: African American Resources in the Kansas Collection

Presenter: Deborah Dandridge

Since 1985, the Kansas Collection has maintained a systematic collecting program in African American history. It is a part of the Kansas Collection's ongoing effort to acquire, preserve, and provide access to written and photographic materials that document the Kansas region. This workshop will describe and show a variety of resources created and donated by African American families, churches, community leaders, and organizations. Discussion of the materials and their potential research use will be encouraged.

Wednesday, Feb. 19 10:00-12:00 Kansas Collection

#7 An Introduction to Electronic Resources for the Study of Music

Presenter: Vic Cardell

This workshop will introduce participants to a variety of online and CD-ROM resources including electronic catalogs and World Wide Web home pages of music libraries, electronic music journals, sound files, bibliographic databases of music and musicians, and indexes to music theses, dissertations, and periodical literature. The focus will be on access and searching techniques for the study of music and literature about music.

Wednesday, Feb. 12 1:00-3:00 Clark Lab, Watson Library
Wednesday, Feb. 26 1:00-3:00 Clark Lab, Watson Library
Friday, Mar. 14 1:00-3:00 Clark Lab, Watson Library

#8 Finding Information on the World Wide Web

Presenters: Mary Miller, Cindy Pierard

Although it is true that there is a great amount of information available via the World Wide Web, actually finding something that is useful can prove to be a challenge. Participants in this session will learn to use several different directories and search tools with the goal of making the most of--rather than becoming enmeshed in--the Web's resources. We will use the Netscape browser, although most concepts should be transferable to other browsers like Lynx or Internet Explorer.

NOTE: This class will not cover installing, customizing, and connecting browser software, as those points are covered in workshops offered by Information Technology Services.

Thursday, Jan. 30 9:00-11:00 Clark Lab, Watson Library
Friday, Feb. 28 9:00-11:00 Clark Lab, Watson Library
Tuesday, Mar. 4 10:00-12:00 Clark Lab, Watson Library
Saturday, Apr. 5 10:00-12:00 Clark Lab, Watson Library

#9 State Government Resources on the Information Network of Kansas (INK)

Presenter: Lin Fredericksen

INK is a network authorized by the Kansas Legislature in 1990 to provide electronic access to state, county, and local government information. Most of this information is accessible free of charge via the Internet. In addition, the KU Libraries subscribe to its "premium services" such as certain banking, business, and legal information. This workshop will survey the resources available on INK, with an emphasis on information about the state legislature, including searching and tracking bills pending during the legislative session.

Monday, Feb. 3	1:30-3:00	Conference Room, Anschutz Science Library
Tuesday, Feb. 11	9:00-10:30	Conference Room, Anschutz Science Library

#10 Maps: Paper & Electronic

Presenters: Jennie Dienes, Fritz Kessler

The Map Collection houses over 300,000 printed maps and over 500 CD-ROMs of digitized map data. Traditionally paper maps were thought to be the ideal medium for presenting cartographic data. However, technological advances have greatly changed the way in which data can be collected (e.g., satellite transmissions) and presented (e.g., adding the element of time), causing some cartographers to rethink how to display this information and ultimately re-define the map. In this workshop, Map Collection staff will explore the difference between paper and electronic formats, prepare a variety of "products" in both media for comparison, and answer questions concerning the value of each in research.

Tuesday, Apr. 22	1:00-3:30	Map Collection, Level 1, Anschutz Science Library
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#11 KU UnCover

Presenters: Faye Christenberry, Mel DeSart, Judith Emde, Kathleen Neeley

For the second year, the KU Libraries are offering subsidized access to KU UnCover as a means of expanding and expediting access to research materials. KU UnCover is a database consisting of 17,000 journals that faculty, unclassified staff, and graduate students may use to make online requests for copies of journal articles not held by the KU Libraries. (Some restrictions apply.) Articles are delivered by fax in 24 hours or less. UnCover also makes it possible to receive journal tables of contents in electronic form. This session will introduce the structure of the UnCover database and demonstrate the mechanics of setting up a profile, searching the database, placing an order, and requesting table of contents information.

Wednesday, Feb. 5	9:00-10:30	Clark Lab, Watson Library
Monday, Feb. 10	1:00-2:30	Clark Lab, Watson Library
Friday, Feb. 21	10:00-11:30	Clark Lab, Watson Library
Tuesday, Mar. 11	3:30-5:00	Clark Lab, Watson Library

CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

The Chancellor's Award for Distinguished Librarianship, begun in 1989/90, is awarded annually to a meritorious individual selected from the ranks of University of Kansas librarians. The primary criterion for selection of the recipient is excellence in librarianship over a period of time, as demonstrated by a strong reputation among colleagues achieved on the basis of an established record of distinguished librarianship.

The award will be accompanied by a check in the amount of \$2,500.00, which will be presented by the Chancellor.

Eligibility

To be eligible for nomination, librarians must have completed seven years of service as a professional librarian on the staff of the University of Kansas Libraries, Lawrence campus, by the date nominations are due.

Nomination Procedures

Nominations must be submitted in writing, through a letter addressed to the Dean of Libraries. There is no form for this purpose. The following documentation shall accompany the letter of nomination:

a) content cover sheet identifying materials contained within the nominee's file and categorizing the materials according to the guidelines described below.

b) curriculum vitae containing full information on the nominee's educational preparation, experience, honors, service activities, and research and publications;

c) evaluation of the nominee's contributions to librarianship by the person to whom s/he reports administratively;

d) evaluations of the nominee's contributions by no more than five colleagues who have close personal knowledge of the individual's professional life;

e) evaluations from recipients of the services of the nominee, when possible, not to exceed five.

It is recommended that the nominator inform the nominee of her/his nomination. It is the nominator's responsibility to select individuals (from the University of Kansas and beyond) from whom letters of evaluation will be requested. (S/he may wish to consult the nominee for names of colleagues and recipients of services who could comment on the nominee's performance.) It is the nominator's responsibility to solicit the evaluations. Letters of evaluation should be sent to the Distinguished Librarian Selection Committee, c/o the Assistant to the Dean of Libraries for Personnel.

(continued)

Nomination Procedures (continued)

The selection committee shall review past nominations and consider any librarian who was not selected. Files of unselected nominees will remain active for up to five years, and will be reviewed with information on newly-nominated candidates. The committee shall ask the nominator to update the nominee's file at least 45 days in advance of the committee's review.

Selection

At the beginning of the Fall semester, the Dean of Libraries shall appoint a selection committee to review nominations and make a recommendation for the Award. The Selection Committee will consist of the following: four librarians, one member of the teaching faculty, one Library administrator (ex officio, without vote), and one representative from the University administration. The committee membership will be publicly announced in the University Libraries' newsletter, FYI. Neither a nominator nor any nominee is eligible to serve on the Selection Committee.

In making its recommendation, the Selection Committee will apply the criteria stated in this description of the Award. The recommendation, together with the Dean's recommendation, shall be forwarded to the Vice Chancellor for Academic Affairs for recommendation and transmittal to the Chancellor. All nominees will be informed of the Chancellor's action prior to the announcement of the librarian selected. All nomination materials will be considered confidential and will be retained in Library Office personnel files.

LFA Exec minutes for January 6, 1997.

Present: B. Schulte, G. Gibbs, J. Girardo, C. Pierard, M DeSart, B. Schaffner.

Absent: K. Lohrentz.

Jill reported the results of the "Ballot for the Approval of the Draft for Faculty Evaluation Plan."

46 Ballots were returned (out of a total of 58 distributed).

29 voted yes.

16 voted no.

1 ballot was returned blank.

The draft was approved by a simple majority of returned ballots.

Becky will now forward the draft to Dean Crowe for his approval. It will then be sent to the Office of the Provost for final approval. E-mail comments that were sent to Mel regarding the evaluation plan will be sent to the Dean, the Associate Dean, LFA Exec, and to the Ad Hoc Committee on Faculty Evaluation, along with the draft document. (Please note that the headers will be removed, so that if desired, the person sending the comment will remain anonymous.)

Jill noted that there was some concern regarding the fact that the mailing label was included on the face of the ballot rather than on the back of the ballot. This was done so that ballots could be returned via fax. All labels were removed before the ballots were counted. There was some discussion on possible ways that ballots could be returned without a mailing label. No decisions were made on this issue.

Minutes of the December 16 LFA Exec meeting were approved.

Minutes of the December 17 LFA General meeting will be discussed on January 13.

Brad reported that the ad hoc Research Committee had not yet met, but will do so as soon as a meeting can be scheduled.

Becky will find out when General Research Fund applications are due. The application forms can then be revised and sent out to LFA members.

Mel presented a draft of an additional charge for CESR. It was decided to table this discussion until January 13.

The next LFA Exec meeting will be held Jan. 13, 1997.

Submitted by Brad Schaffner.

Minutes
Staff Development Committee
December 10, 1996

Present: Deborah Dandridge, Vickie Doll, Al Mauler, Kristi Cook, Sandy Gilliland

Absent: Evelyn Constance Powell

1. **Minutes:** The corrected minutes of the November 26th meeting were approved. The minutes of the December 3rd meeting were corrected and approved.

2. **Travel requests:** Requests were approved for: Victor Cardell to attend the Music Library Association conference in New Orleans, LA, January 29, 1997-February 2, 1997 and Susan Craig to attend the Art Libraries of North America conference in San Antonio, TX, April 4, 1997-April 10, 1997. A request from Susan Craig to fund the registration fee for the workshop "Sharper and Clearer: Focusing Your Presentation Skills" to be offered April 5, 1997 in conjunction with the Art Libraries of North America conference in San Antonio was also approved.

3. **Conference Calendar:** The SDC reviewed the final draft of its "Conference Calendar, January-November, 1997" and complimented Vickie for her work in organizing the information clearly and attractively. Deborah will draft an announcement for this week's *FYI* and have the calendar added as an attachment.

4. **Evaluation Form:** Al presented a draft evaluation form for the "Balancing Work and Leisure" session. The committee offered some suggestions, and Al will revise the form and distribute it to those who attended the sessions.

5. **Miscellaneous:** Sandy will take care of designing and distributing a flier to publicize the "Work and Family: Caring for Aging Parents" program scheduled for January 8, 1997. Reservations have been made for rooms and Telecom has been contacted concerning all the sessions of the teleconferences *Soaring to Excellence* and *Dancing ... With Change*. Sandy will submit the registration to the College of DuPage and will arrange fee payment with Telecom. Sandy distributed a draft revision of the "Request For Staff Development Funds" form for discussion at a future meeting. The SDC will not meet Dec. 17 or Dec. 24 (any pressing business or travel requests will be handled via e-mail).

The meeting adjourned at 10:15.

Submitted by Al Mauler

Planning & Resources Committee
Meeting Minutes
December 12, 1996, 10:30-11:30 am

Present: G. Anderson, P. Difilippo, J. Emde, S. Hewitt

The minutes of the November 21, 1996, meeting were reviewed and amended.

Departmental resource reports

We discussed how to proceed in setting up the necessary meeting(s) with the administration and with department heads in order to move along the process of preparing resource reports. Initial thinking centered on first meeting with Marilu Goodyear to establish a timetable. PRC should be prepared for a short turn-around time to process the departmental reports.

Personal use of state property

We discussed carrying out a literature search on this topic.

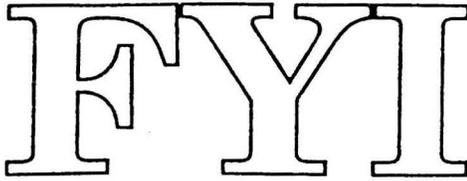
Planning notebooks

Subcommittee members are waiting for Godot to install the database on the network. In the mean time they will try to get together to do what can be done before that time.

Next meeting

January 9, 1997, 10:30 am, Anschutz Science Library conference room.

Gordon Anderson, Secretary
Planning & Resources Committee



University of Kansas Libraries

Number 1387 January 23, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

GENE CARVALHO ANNOUNCES RETIREMENT

Gene Carvalho, KU's East Asian Librarian, has announced his retirement. Gene began his KU career in 1971 as the East Asian Librarian, coming to KU from Castleton State College in Vermont where he was the Assistant Librarian. From 1968-70, Gene was the Government Documents Librarian at Brandeis University in Massachusetts, and a Japanese language instructor at McKinley Community School in Honolulu, Hawaii from 1966-67.

Throughout Gene's distinguished career, he has been active on the national front -- Association of Asian Studies, AAS Committee on East Asian Libraries, East Asian Studies Program Executive Committee, The Japan Foundation, Screening Committee for NDEA Title VI East Asian Fellowship Awards, and AAUP.

In 1976/77, Gene was selected as a Research Fellow of the Japan Foundation and spent the academic year in Japan. In 1978, Gene was invited to participate in an ARL workshop on collection development for Curators and Librarians of Japanese collections in Washington, D.C. In 1988, Gene was selected as a participant of the Japanese Librarians Tour of Libraries in Japan, and travelled to Japan to facilitate professional and institutional contacts between Japanese and American librarians. From May, 1991 through January, 1994, Gene took leave from his position at KU to establish, from the ground up, a new library facility in Akita, Japan for Minnesota State University.

Gene has been highly regarded for his stalwart service on numerous committees at KU, many of which were involved with library processes and vital personnel recommendations. For example, within the KU Libraries, Gene was a member of a committee that established the Libraries' current governance structure, and he has served on about every committee ever formed to review and recommend changes to the Library faculty evaluation process, including CREEP (Committee to Review the Entire Evaluation Process). Gene has also served on the Libraries Committee on Promotion and Tenure (member and Chair), Library Faculty Assembly Executive Committee (member and Chair), Library Exhibits Committee, Budget & Planning, Committee on Unclassified Professional Staff, Snyder Book Collecting Contest Committee, Peer Review, KULSA, Staff Orientation, LFA Representative to the University Senate Committee on Libraries, numerous search committees, Advisory Committee for the Center for East Asian Studies, KU Affirmative Action Board, and the University Committee on International Students.

Gene doesn't plan to slow down upon retirement. He will head a project to reorganize a library for a small Japanese University, and leaves in mid-February for Japan. Gene's retirement becomes effective February 15, 1997.

Marilu Goodyear

An Equal Opportunity/Affirmative Action Employer

PERSONNEL

Jennifer Evensen has been appointed as a Secretary I in The Kansas Collection, effective January 27, 1997. Jennifer was most recently employed with the Douglas County District Court and has previous employment with Baker University's Music Library, and Johnson County District Court. Jennifer earned a B.A. degree in German from KU this past December. She replaces Kathy Lafferty.

Jean Hojnacki has been appointed as the Regents Center Library's new Library Operations Manager (Program Assistant), effective January 22, 1997. Jean recently relocated to the Kansas City area from New Jersey, where she was a Research Information Scientist with Hoechst Marion Roussell, Inc. from 1989-1996. Prior to her position with Hoechst Marion Roussell, Jean held other library positions in New Jersey with the Janssen Research Foundation, Piscataway Public Library, Exxon Enterprises, Ortho Pharmaceutical Corporation and Englehard Industries. Jean has a Master's Degree in Library Science from Rutgers University and a B.S. in Chemistry and Biology from Upsala College, New York. She replaces Nancy Hawkins.

Sandy Gilliland

SHERRY WILLIAMS APPROVED FOR SABBATICAL LEAVE

I am very pleased to announce that the Chancellor has approved a sabbatical leave for Spring 1998 for SHERRY WILLIAMS, Curator of the Kansas Collection and University Archivist. This action follows the recommendations made by her colleagues in the Libraries, by me, by the University Committee on Sabbatical Leaves, and the Provost.

Sherry's sabbatical leave will be devoted to developing a full proposal for a plan to ensure that KU's growing body of electronic institutional records can be identified and preserved for future use. She has been invited to spend portions of the leave at other major universities, including Indiana University and Ohio State, to look into their plans.

I expect that Sherry's work will benefit not only KU, but also other universities in Kansas and the region.

Please join me in extending congratulations and best wishes to Sherry.

William J. Crowe

**SHELLEY MILLER MEMORIAL FUND
CREATED AT ENDOWMENT ASSOCIATION**

A memorial fund for Shelley Miller, Bibliographer for Spain, Portugal, and Latin American Studies from 1989 until her death in 1994, has been established at the Endowment Association.

Income from Shelley Miller Memorial Fund will be used in perpetuity to support the preservation of valuable research materials in the Libraries' collections relating to Latin America, Spain, and Portugal. Various current and future technologies, including preservation-quality photocopying, microfilming, and computerized digitization, will be employed. Each item preserved will be marked with a special bookplate or an image on the opening frame or screen of the preserved format.

Dean Crowe notes that all students and scholars who use KU's Latin American and Iberian materials

long into the future will be aware that their research is being aided, thanks to this fund. Additional funds to the fund are **always** welcome. Checks may be written to the Kansas University Endowment Association with the fund name noted and mailed to KUEA, P.O. Box 928, Lawrence, KS 66044-0928.

Before her appointment as Bibliographer and Head of SPLAT in February 1989, Shelley held several over-related positions in the KU Libraries, including work on the Title II-C Central America Project. From 1984 until 1987, she was Acquisitions Specialist in the Hispanic Acquisitions Department at the Library of Congress. She received the B.A. degree in Spanish from KU in 1977 and the M.L.S. degree from UCLA in 1982, where she was awarded the Marjorie Sether Mardellis Fellowship for Language Study.

Shelley died of a brain tumor in a Topeka hospital on March 1, 1994, less than three months after it was diagnosed and six weeks following her fortieth birthday on January 17th. (Last Friday would have been her 43rd birthday.)

An ad-hoc committee established after her death polled the Libraries staff for ideas on the best way to use a fund established in her memory, and recommended that it be designated for preservation. In addition to her concern for the preservation of often fragile Latin American and Iberian materials, Shelley was active on Preservation committees in SALALM (Seminar on the Acquisition of Latin American Library Materials). She was extremely active in the East Lawrence Improvement Association, serving as President in 1992, and the Lawrence Preservation Alliance, and was a founding member of the Lawrence Association of Neighborhoods. Rob Melton

CONFERENCE CALENDAR ADDITIONS

The following meetings were left off of the Conference Calendar for January - November 1997:

American Chemical Society	Spring	April 13-17th	San Francisco, CA
	Fall	Sept 7-11th	Las Vegas, NV
Special Libraries Association	Annual	June 7-12	Seattle, WA

If you plan to attend these meetings and to ask for SDC funding, be sure to give us your request at least two months in advance of the meeting. Thanks. Connie Powell

ATTACHMENTS

- Spring Semester Schedule of Library Hours
- Travel Report, Jim Neeley

Licensing Electronic Resources

Travel Report

ARL libraries, including KU, are giving more attention to the license agreements governing ownership, access to, and uses of the electronic information resources which are consuming an ever greater portion of the materials budget.

On December 8-9, 1996, I attended "Let There Be Light," the Conference on Licensing Electronic Resources, co-sponsored by the Association of Research Libraries and the Coalition for Networked Information. I learned a lot, and would like to share what I can. I will send you copies of a number of interesting documents, mentioned below. Just check off the ones you want and return this page to me.

An official "Summary of Proceedings" is available on the ARL Web site <<http://www.arl.cni.org/scomm/sum.html>>. Check here ___ if you would like a photocopy of this nine-page report. The full proceedings will be published this spring. I include here a few points of particular interest to me.

The conference was opened with remarks by ARL's Mary Case who noted the increased paperwork, financial expense, and implementation time (several months to a year, she said) attendant upon providing a new electronic resource. She wondered how we could ever afford it. There followed much nervous laughter from the audience. It was the first of many observations throughout the conference that showed how typical KU's situation is to that of our ARL colleagues.

Several presentations gave perspectives on licensing issues by a faculty author/editor, a scholarly publisher (Academic Press), a librarian (Ann Okerson), and a lawyer. The lawyer was Georgia Harper of the Office of General Counsel, University of Texas System. Her talk, "Oh, Just Sign It and Send It Back," was the best (as well as the most amusing) of the conference. The paper is available at <<http://www.utsystem.edu/ogc/intellectualproperty/justsign.htm>>. Just check here ___ if you would like a photocopy.

Getting down to brass tacks, Barbara McFadden Allen related the CIC's experience in negotiating consortial licenses. Their goal is to complete the process in six months, but they rarely make it. CIC has signed eight contracts in two years. They recently hired a full-time, professional negotiator. Check here ___ if you would like a copy of the CIC "Guidelines for the Collaborative Acquisition of Electronic Information Resources."

David Farrell discussed his experience since issuing the University of California (system-wide) Libraries "Principles for Acquiring and Licensing Information in Digital Formats." This is available at <<http://sunsite.berkeley.edu/Info/principles.html>>. Check here ___ if you would like a photocopy. Farrell has found publishers willing to negotiate on a surprising number of matters, at least when dealing with the UC system.

"Reading the Fine Print: A Librarian's Guide to Reviewing License Agreements" was presented by Trisha L. Davis of The Ohio State University Libraries. Check here ___ if you would like a photocopy of her handout.

Other, less immediately applicable presentations concerned the European Initiative on Electronic Copyright; the JSTOR project (I finally get to meet Richard DeGennaro, lately retired from Harvard, now JSTOR's Senior Library Advisor); pricing strategies for Project Muse at Johns Hopkins University Press; new technologies for protecting rights to intellectual content in digital media; and the NSF-sponsored workshop on Terms and Conditions [protecting intellectual content] in Digital Libraries.

Two new resources for licensing were announced (and since re-announced on COLLDV-L and elsewhere):

LIBLICENSE, <<http://www.library.yale.edu/~License/index.html>>. If you have been looking for a book about licensing digital information, this is it. Featured are the key terms of typical license agreements with commentary and examples.

LIBLICENSE-L, <listproc@pantheon.yale.edu>, a discussion list (not a lot of discussion, yet).

Another forthcoming ARL publication, *Licensing Electronic Resources: Strategic and Practical Considerations*, is to be sent to me when available. I'll let you know when I receive it.

This was a very stimulating and informative conference. I appreciate very much the opportunity to have participated.

Jim Neeley
January 21, 1997

THE UNIVERSITY OF KANSAS LIBRARIES

Revised December 19, 1976

SPRING SEMESTER SCHEDULE OF HOURS: JANUARY 13 - JUNE 2, 1997

<p>ANSCHUTZ SCIENCE LIBRARY (864-4928)</p> <p>Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 10pm Sun noon - midnight</p> <p><u>Exceptions & Holidays</u> Jan. 20 Closed Mar. 22 10am - 10pm Mar. 23 Closed Mar. 24-28 8am - 5pm Mar. 29 Closed Mar. 30 noon - midnight April 25-May 13: Mon-Thu 8am - midnight Fri 8am - 10pm Sat 9am - 10pm Sun noon - midnight May 14-25: Mon-Fri 8am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>EAST ASIAN LIBRARY (864-4669) 5th Level Watson <u>Staffed:</u> Mon-Fri 8am - 5pm <u>Closed:</u> Jan. 20, May 26 (East Asian bookstacks open on same schedule as Watson Library bookstacks)</p> <p>FINES OFFICE (864-4715) 309C Watson Mon-Fri 8:30am-4:30pm Sat 10am - 1pm Sun Closed <u>Closed:</u> Jan. 20, Mar. 22, Mar. 29, May 17, May 24, May 31</p>	<p>KANSAS COLLECTION (864-4274) 224 Spencer Library Mon-Fri 8am - 5pm Sat 9am - 1pm Sun Closed <u>Closed:</u> Jan. 20, Mar. 29, May 10, May 17, May 24, May 26, May 31</p> <p>MUSIC LIBRARY (864-3496) 448 Murphy Mon-Thu 8am - 10pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 10pm <u>Hours during class holidays:</u> Jan. 20 Closed Mar. 22 noon - 5pm Mar. 23 Closed Mar. 24-28 8am - 5pm Mar. 29 Closed Mar. 30 1pm - 10pm May 14-25: Mon-Fri 8am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>SPAHR ENGINEERING LIBRARY (864-3866) Spahr Hall Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 5pm Sun noon - midnight <u>Hours during class holidays:</u> Jan. 20 Closed Mar. 22 10am - 5pm Mar. 23 Closed Mar. 24-28 8am - 5pm Mar. 29 Closed Mar. 30 noon - midnight May 14-25: Mon-Fri 8am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p>SPECIAL COLLECTIONS (864-4334) 327 Spencer Library Mon-Fri 8am - 6pm Sat 9am - 1pm Sun Closed <u>Closed:</u> Jan. 20, Mar. 29, May 10, May 17, May 24, May 26, May 31</p>	<p>UNIVERSITY ARCHIVES (864-4188) 422 Spencer Library Mon-Fri 8am - 5pm Sat & Sun Closed <u>Closed:</u> Jan. 20, May 26</p> <p>WATSON LIBRARY (864-3956) (HOURS: 864-8900) CIRCULATION (864-8983) RESERVE (864-3396) PERIODICALS/MICROFORMS (864-3950) Mon-Thu 8am - midnight Fri 8am - 8pm Sat 10am - 6pm Sun noon - midnight</p> <p><u>Exceptions & Holidays:</u> Jan. 20 Closed Mar. 22 10am - 6pm Mar. 23 Closed Mar. 24-28 8am - 5pm Mar. 29 Closed Mar. 30 noon - midnight Apr. 25-May 13: Mon-Thu 8am - midnight Fri 8am - 10pm Sat 9am - 10pm Sun noon - midnight May 14-25: Mon-Fri 8am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 8am - 5pm Sat & Sun Closed</p> <p>*Circulation/Reserve Desks and the Clark Micro Lab close 15 min. before the library closes. Bookstacks close ½ hour before the library closes.</p> <p>COPYING SERVICES (864-4209) Self-service copiers available at all times when Watson is open. Service window hours posted in Copying Services.</p>	<p>REFERENCE DESK (864-3347) <u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat 1pm - 5pm Sun 1pm - 9pm</p> <p><u>Hours during class holidays:</u> <u>Staffed:</u> Mon-Fri 9am - 5pm <u>Staffed:</u> Mar. 30 <u>Closed:</u> Jan. 20, Mar 22-23, Mar. 29-30, May 17-18, May 24-26, May 31, June 1</p> <p>HOWEY READING ROOM AND LAW LIBRARY SCHEDULES ON REVERSE</p>
<p>ART & ARCHITECTURE LIBRARY Spencer Museum (864-3020) Mon-Thu 8am - 10pm Fri 8am - 6pm Sat noon - 5pm Sun 1pm - 10pm</p> <p><u>Hours during class holidays:</u> Jan. 20 Closed Mar. 22 noon - 5pm Mar. 23 Closed Mar. 24-28 8am - 5pm Mar. 29 Closed Mar. 30 1pm - 10pm May 14-25: Mon-Fri 8am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>GOVERNMENT DOCUMENTS (864-4662) (864-4660) 6th Floor, Malott Hall Mon-Thu 8am - 9pm Fri 8am - 5pm Sat 10am - 5pm Sun 1pm - 6pm <u>Hours during class holidays:</u> Jan. 20 Closed Mar. 22 10am-5pm Mar. 23 Closed Mar. 24-28 8am - 5pm Mar. 29 Closed May 14-25: Mon-Fri 8am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 8am - 5pm Sat & Sun Closed</p>	<p>REGENTS CENTER LIBRARY (864-8570) 12600 Quivira Rd. Overland Park, KS Mon-Thu 8am - 10:30pm Fri 8am - 6pm Sat 8am - 6pm Sun noon - 8pm</p> <p><u>Hours during class holidays:</u> Mon-Fri 8am - 5pm Mar. 22 8am - 6pm Mar. 23 noon - 8pm Mar. 24-27 8am - 10:30pm Mar. 28 8am - 6pm Mar. 29 8am - 6pm Mar. 30 noon - 8pm May 15 - June 2: Mon - Fri 8am - 5pm Sat & Sun Closed <u>Closed:</u> Jan. 20, May 26</p>	<p>THOMAS R. SMITH MAP COLLECTION 864-4420 Level 1, Anschutz Science Library Mon-Thu 9am-8pm Fri 9am-5pm Sat & Sun 1pm-5pm <u>Hours during class holidays:</u> Jan. 20 Closed Mar. 22 1pm-5pm Mar. 23 Closed Mar. 24-28 9am-5pm Mar. 29 Closed Mar. 30 1pm-5pm May 14-25: Mon-Fri 9am - 5pm Sat & Sun Closed May 26 Closed May 27-June 2: Mon-Fri 9am - 5pm Sat & Sun Closed</p>		

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHC THE LIBRARY (LIBRARY HOURS: 864-8900) THE UNIVERSITY INFORMATION CENTER: 864 5506.

THE UNIVERSITY OF KANSAS LIBRARIES
SPRING SEMESTER SCHEDULE OF HOURS: JANUARY 13 - JUNE 2, 1997

REVISED 12/20/94

HOWEY READING

ROOM 864-3404
103 Summerfield

Mon-Thu 8am - 10pm
Fri 8am - 5pm
Sat noon - 5pm
Sun noon - 10pm

Hours during class holidays:

Mon-Fri 8am - 5pm
Sat-Sun Closed

LAW LIBRARY

(864-3025)

200 Green Hall

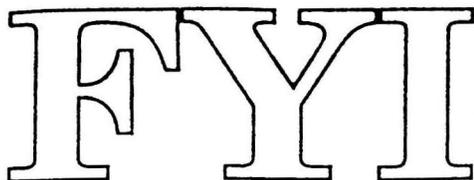
Mon-Thu 7:30am - 11pm
Fri 7:30am - 10pm
Sat 9am - 10pm
Sun 10am - 11pm

Exceptions and Holidays:

Jan. 20 Closed
Mar. 21 7:30am - 6pm
Mar. 22-29:
Mon - Fri 8am - 5pm
Sat & Sun Closed
Apr. 29 - May 13:
Mon-Fri 7:30am-midnight
Sat 8am-midnight
Sun 10am-midnight
May 14 7:30am - 6pm
May 15 8am-5pm
May 16 8am-5pm
May 17 10am-5pm
May 18 8:30am-5pm
May 19 Summer hours

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-3506.



University of Kansas Libraries

Number 1388 January 30, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

DIVERSITY SESSIONS

The Cultural Diversity Advisory Committee would like to remind everyone about the KU Libraries: Diversity, Technology, Change and Us sessions this Thursday (January 30) and Friday (January 31). All staff should have received fliers by now which provide information on these sessions. We have one schedule change to announce. The time for Session V on Friday, January 31, entitled Diversity and Technology, has been changed to 1:00-2:30. This will allow our guests to catch their flights!

Cultural Diversity Committee

BUDGET MEETINGS

Associate Dean Goodyear and the Planning and Resources Committee are organizing two open meetings to discuss with staff members library budgetary issues and priorities. These open meetings will be held in Watson Conference Room A on Tuesday, February 4th from 3:30-4:30 and Wednesday, February 5th from 3:30-4:30. To provide a basis for discussion, the PRC will be distributing a document to all staff by February 3rd that summarizes the information within the departmental resource reports.

Judith Emde

PERSONNEL ACTIONS

Several personnel actions have recently occurred:

The Secretary I position held by Larry Hopkins, Department of Special Collections, has been reclassified to Library Assistant I, effective January 12, 1997.

Two staff have been selected for the Reference Department internship: Gaby Holcomb, Retrieval Services, and Kristi Cook, Cataloging. Both staff will spend approximately 10-12 hours per week in the Reference Department providing reference service and performing other related assignments. The internships will begin on February 3, 1997 and are scheduled to last one year.

Malgorzata Stamm, Library Assistant I in the Cataloging Department, has been reassigned on a half-time basis, effective January 26th, to the Slavic Department where she will assist with cataloging Slavic materials. Malgorzata will retain her regular responsibilities in the Cataloging Department, although on a half-time basis. This reassignment follows extensive discussion with Malgorzata, who is very much in favor of the new assignment, the Cataloging Department leadership, and the Slavic Department.

Sandy Gilliland

ATTACHMENTS

KULSA Invitation and Map

An Equal Opportunity/Affirmative Action Employer

KULSA INVITES YOU TO A

TGIF

AT THE NEW HOME OF

BARB & BILL GAEDDERT

1235 EAST 1900 ROAD
(COUNTY RD 1057 = EAST 1900 RD)
MAP ON VERSO
(LOW BROWN HOUSE ON THE WEST OF 1900 ROAD
GREEN MAILBOX ON EAST SIDE)

5:00-7:00

FRIDAY, FEBRUARY 7TH

BARB & BILL WILL PROVIDE
A VARIETY OF THINGS TO DRINK AND A FEW SNACKS

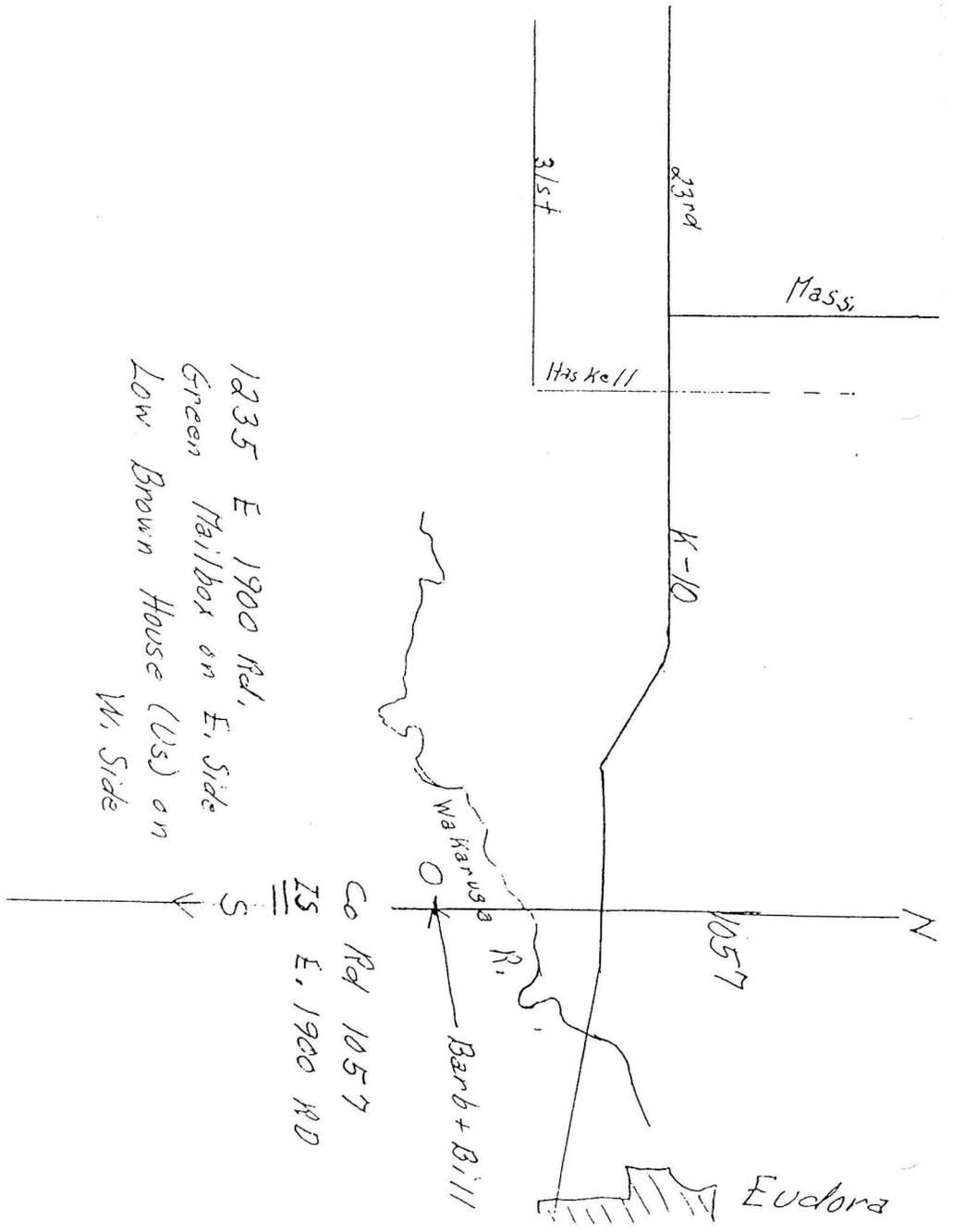
PLEASE BRING FOOD/DRINK IF YOU WISH

SPOUSES, SOs & CHILDREN WELCOME

PARKING AVAILABLE IN THE
BIG CIRCLE, DRIVE, OR BY THE GARAGES

SEE YOU THERE!

P.S. If you are online and want to subscribe to the KU Libraries' list (KULIB-L), call Marianne Reed (864-5530) or e-mail LIBAID@UKANVM.CC.UKANS.EDU



1235 E 1900 Rd.
 Green Nailbox on E. Side
 Low Brown House (US) on
 W. Side

THE UNIVERSITY OF KANSAS LIBRARIES
CULTURAL DIVERSITY ADVISORY COMMITTEE

Presents:

KU LIBRARIES: DIVERSITY, TECHNOLOGY, CHANGE AND US

January 30 and 31, 1997
Conference Rooms A & B, Watson Library

THURSDAY, JANUARY 30, 1997

SESSION I, 10:00 - 12:00: "An overview of the KU Libraries' Diversity Program". Topics to be covered include: defining diversity, update on ARL Libraries and diversity, ALA diversity project, and an overview of diversity and technology.

This program is intended for new KU Libraries staff, any staff member who was unable to attend Ms. Jennings' December, 1995 presentation, or any staff member who would like a review.

SESSION II: KU Libraries Diversity Committee at Work (This program is reserved for members of the Diversity Advisory Committee.)

SESSION III, 4:30 - 5:30 p.m.: Discussion and Questions on Diversity. Library staff who have questions about diversity issues may come to Conference Rooms A & B to meet informally with Ms. Jennings and Ms. Jones. Staff who are unable to attend this meeting may send their questions to Johnnie Love (e-mail JLOVE@UKANS.EDU), who will ask Ms. Jennings and/or Ms. Jones to respond. Confidentiality is insured.

FRIDAY, JANUARY 31, 1997

SESSION IV, 10:00 - 12:00: Discussion and Questions on the Libraries' Diversity Action Plan. Members of the Libraries' Diversity Advisory Committee will answer questions and discuss the Libraries' Diversity Action Plan. Open to all staff.

SESSION V, 1:30 - 3:30: Diversity and Technology. Ms. Jennings will present her ideas about how diversity and technology relate, include a discussion about learning styles, how people relate to technology, and the politics and power of information. This session is open to all staff.

REGISTRATION PROCEDURES:

To register, contact Sandra Benedict (4-3601 or e-mail BENEDICT@UKANS.EDU), and specify which of the sessions you want to attend (Session I, III, IV, and/or V; Session II is closed to everyone except members of the Diversity Advisory Committee). For more information about the program, contact Johnnie Love, Reference and Diversity Librarian, 4-8994.

FYI

University of Kansas Libraries

Number 1389 February 6, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

NEW ASSIGNMENTS FOR KATHLEEN NEELEY

After 12 years as Head of the Science Libraries, Kathleen Neeley has asked for reassignment to a non-administrative position. Kathleen and I have spent the last month crafting a new assignment about which she and I are enthusiastic because it will make a significant contribution to the Library. Kathleen will continue to report to me and will work for 40% of her time on grant activities for the entire Library. In this assignment, she will work with the University Office of Research and Public Service, as well as our own newly formed Research Committee. Kathleen also will begin a personal staff development program to learn more about archival practice in order to spend 40% of her time working with Sherry Williams and the staff of the University Archives. The rest of her assignment will involve instructional activities and special projects for the Dean and the Associate Dean.

Kathleen will be missed in sciences. She was a major force in the planning and implementation of the Anschutz Library. Her knowledge of the field, her dedication to the students and faculty, and her ability to understand the research process has enabled her to make a significant contribution over the years. All of us look forward to her new contributions to the Library.

In closing, I want all Library staff to know that I am discussing managerial transition issues with staff in the Science and Engineering Libraries. As soon as we have those interim arrangements complete, we will communicate them to the Library as a whole.

Marilu Goodyear

ATTACHMENTS

Purpose and Responsibilities of IC, EIC, CDC, CDCED, and Coordinating Council
Classified Conference Executive Board Minutes, January 21, 1997

Instruction Council

Purpose: To develop a vision for the instructional programs of the KU Libraries. To develop objectives in support of the vision and chart progress towards them. To coordinate, where appropriate, system wide instructional efforts.

Responsibilities: Develop vision, mission, and goal statements for the KU Libraries Instructional Program and make policy and resource recommendations regarding achievement of those goals. Develop programs to support library staff involved with instruction. Coordinate communication concerning the Instruction Program to KU Libraries staff, including the planning of several topic-specific forums open to all staff involved with instruction. In conjunction with the Publications Coordinator, coordinate communication about the Instruction Program to the campus community.

Key Task for 1996-1997: Work with appropriate individuals and committees to coordinate instruction for the new integrated library system. Liaison will be maintained with staff who are designing and delivering staff training for the new system.

Membership: The Instruction Council will consist of 7 individuals, including the Instruction Coordinator, who acts as specialist for the group. A meeting facilitator/chair will be appointed by the Dean. The Council will include at least one member of the classified staff. With the exception of the specialist, all positions will rotate every two years. Membership will include the following roles:

Coordinator of Library Instruction (Pierard-permanent member)
one representative from Watson Reference (Love-two year term expiring June, 1998)
one representative from Science (Knox-two year term expiring June, 1998)
one subject bibliographer (Krentz-two year term expiring June, 1998)
one representative from the following: Art & Architecture, Music, Special Collections, Kansas Collection and Archives, and Regents Center (Craig-One year term expiring June, 1997)
one "at-large" representative (Larsen-one year term expiring June, 1997)
one representative from Information Technology Services (Jerree Catlin-one year term expiring June, 1997)

Jana Krentz will serve as chair through June, 1997.

Revised 1/97

Electronic Information Council

Purpose: Coordinates all aspects of the provision of electronic information.

Responsibilities: Develops overall plans for electronic information and its role in delivering information to users. Recommends policies and procedures for selection, acquisition, access and preservation for all forms of electronic information. Solicits purchase proposals for resources from library staff, particularly those involved in collection development and reference services. Selects electronic resources to be provided through the campus network. Determines appropriate format and medium for electronic resource access. Allocates the budget for electronic information. Makes recommendations for instruction programs to the Instruction Council. Advises on promotion and publicity of electronic resources.

Membership: The Council will be chaired by the Associate Dean and will make recommendations to the Dean. Members of the Council will be appointed by the Dean and will include the following members. The Council will include at least one member of the classified staff. All members of the Council will have two-year rotating terms.

one member from CDC Executive Committee (K. Neeley--One year term expiring June, 1997)
one member from a branch library (Koepp--Two year term expiring June, 1998)
one member from the Regents Center library (Christenberry--Two year term expiring June, 1998)
two members at large from the library staff (Husic--One year term expiring June, 1997; Harsh--Two year term expiring June, 1998)
representative from Information Technology Services (Hubert--Two year term expiring June, 1998)

The following shall serve as voting ex-officio members:

Assistant Dean--Collections and Processing (Gibbs)
Assistant Dean--Information Technology (J. Miller)
Electronic Information Librarian (J. Neeley)
Head of the Information Serverices (Anderson until new person arrives)
Collection Development Librarian (Ring)
Head of Retrieval Services (R. Miller)

Note: Once the EIC has a basic policy framework in place, a Chair, other than the Associate Dean, will be appointed by the Dean.

Revised 1/97

Collection Development Council Executive Committee

Purpose: The CDC Executive Committee shall review and discuss issues concerning collection management and development in the University of Kansas Libraries and shall advise the Collection Development Council and the Dean of Libraries on such issues. The Executive Committee will identify major issues concerning collection management and development and will bring these to the attention of the Collection Development Council.

Membership: The CDC Executive Committee shall consist of the Collection Development Librarian (Ring) and six bibliographers to be elected for three year terms as follows:

- one humanities bibliographer (Williams FY99)
- one social science bibliographer (Lohrentz FY97)
- one science bibliographer (DeSart FY97)
- one area students/special collections bibliographer (Carvalho FY99)
- two bibliographers at large (Krentz FY98 and K. Neeley FY98)

The following shall serve on the committee as ex-officio (non-voting) members:

- Assistant Dean -- Collections and Processing (Gibbs)
- Head of Retrieval Services (R. Miller)

A Chair will be appointed by the Dean of Libraries each year from among the bibliographers. The Chair will schedule meetings, and in cooperation with the Collection Development Librarian prepare agenda for the meetings. For the 1996-97 year the Chair of CDC Executive will be Brad Schaffner.

A secretary (non-voting) will be appointed by the committee.

Coordinating Council

Purpose: The overall policy and coordinating body of the Library. The Council provides a major means of communication concerning administrative issues and opportunity for discussion of policy.

Membership: The individuals who occupy the following positions will be members of the Coordinating Council. The Council will be chaired by the Associate Dean. The chairs of LFA and Classified Conference will participate as voting ex officio members.

Library Service Units Represented:

Head of Access Services (K. Miller)
Head of Fine Arts Libraries (Craig)
Cataloging Department Representative (Roach)
Collection Development Librarian (Ring)
Head of the Documents/Maps Library (Koepp)
Head of Information Services (Graves until new person arrives)
Head of International Programs (Schaffner)
Curator of Kansas Collection and University Archivist (Williams)
Head of Regents Center Library (Burich)
Head of Retrieval Services (R. Miller)
Head of Science Library (K. Neeley)
Head of Special Collections and Spencer Librarian (Mason)

Support Units Represented:

Assistant to the Dean for Budget (Jaeger)
Assistant to the Dean for Personnel (Gilliland)
Facilities Officer (K. Miller)
Preservation Officer (Baird)

Administration:

Vice Chancellor for Information Services and Dean of Libraries (Crowe)
Associate Dean (Goodyear)
Assistant Dean (Collections and Processing) (Gibbs)
Assistant Dean (Information Technology) (J. Miller)

Classified Conference Executive Board
January 21, 1997

Present: Orth-Alfie (chair), Cook (chair-elect), Thompson (secretary), Dyal, Vernon, Baker, Holcomb, Swartz, Revenew

Chair's report:

Position Updates:

Head of Reference - no official word

Interlibrary Loan - closed, not filled, will be advertised again at a later date

Regents Center - got funding for another half-time position. In order to make one of the three current half-time positions full-time, they must eliminate one of the positions. Unlike the current ½-time positions, the new full-time position will be tenure-track.

Interns for Reference Department - will be announced soon (there will be 2, part-time)

Classified Representation on committees:

Coordinating Council - the Chair of CCEB is a voting member of this Council.

Electronic Information & Instructional Councils - wording has been changed to include "at least one member of the classified staff", who are voting members of these Councils.

Old Business:

Ballots - the recent proposal to change the wording of the Code passed.

Classified Employee of the Year Selection Committee - there have been two volunteers (4 are needed). Group representatives will poll their constituents one more time. Corrie suggested that, if we can't find 4 volunteers, we tell the Administration simply that and let the Administration decide whether to have the award this year.

Ad Hoc Committee to review the Classified Employee of the Year award - Janet will send out a brief questionnaire to classified staff.

Gaby reported that another (the final) draft of the changes to the Classified Employee Handbook (concerning tuition assistance and leave time) has been submitted for approval. The two categories of degree-seeking students/staff and staff taking classes that are related to, but not required for, their work, have been combined so that in either case, the staff person may take one class per semester without having to make up the time. Carmen proposed that, as soon as the change is official, it be brought up for discussion in Coordinating Council, and that the Personnel Committee be charged with drafting a policy statement for the libraries.

Committee Reports:

Personnel Committee, January 8th meeting :

"The Personnel Committee has been meeting on Wednesdays since early December. We have made some progress on the three charges: taxation of longevity bonuses; revision of tuition assistance forms, and qualifications for the LA series.

"The issue of taxation of longevity bonuses arose from the fact that those bonuses used to be a separate check charged at the luxury tax rate. However, this is no longer the case. Bonuses are now included in the regular paycheck and are taxed at the staff member's particular tax rate. Some people may still find this check being taxed at a higher rate, however, because the bonus may throw them into the 28% tax rate for that particular check. Should staff wish to avoid being taxed at the higher rate, they would need to file a new W4 for that pay period, claiming more exemptions and, thereby, lowering the amount of tax withheld. They would need to remember to then file another W4 afterwards to return to the appropriate withholding amount. They should also consider whether or not reducing the withheld amount on the bonus might have a negative effect come tax time.

“The committee has reviewed the library forms for tuition assistance and will be meeting with Sandy Gilliland on January 15th to discuss possible revisions.

“The issue of the LA series is a long and involved one. With the revisions of how one determines whether or not one is qualified for any LA position, the issue appears to have condensed into two concerns: the inability to substitute non-library college coursework for experience and the requirement of the LA3 series that work experience be library technical, not library clerical or technical as it is for LA1 and LA2 positions. We are currently having Human Resources determine if distance learning library technician coursework (which is non-graduate level schooling) can be used for coursework substitution for experience.”

Staff Development Committee Report for January 1997:

“Several programs will be held in the coming months. Kriza Jennings will hold two open sessions on the theme: “KU Libraries: Diversity, Technology, Change, and Us.” The first session will be held Thursday, January 30, from 10:00 - 12:00, and is designed specifically for new KU Library staff, other staff who did not have the opportunity to attend Kriza’s December 1995 session, and for those who would like a review. The second session will be on January 31, from 1:30 - 3:00, and will focus on issues of diversity and technology.

“The Staff Development Committee will meet with Marilu Goodyear on February 5 to clarify issues relating to travel. The SDC still hopes to schedule an open meeting with Administrative Office personnel to inform staff about current travel guidelines.

“Two teleconferences will be held in February. The first Soaring to Excellence teleconference, “You and the Internet” will be held Friday, February 14, from 11:00 - 2:00 (note: this is a correction of what was originally reported) at the Burge Union. The first Dancing... With Change teleconference, “A Reality Check: Electronic Resources and Services” will be held Friday, February 28th, from 11:00 - 12:30 (note: this is a correction of what was originally reported) at the Burge Union. Contact Al Mauler to register for these teleconferences.”

Classified Senate:

Faculty and Staff Appreciation Day will be on Stop Day (Libraries’ Student Assistant Appreciation Day will be the day before).

The state government is considering providing 60-day disability coverage for new employees, but at the same time it is considering discontinuing shared leave. It is also considering changing leave policies to a system of personal leave instead of sick leave.

Announcements:

Corrie wants library staff to be aware that the continuing education classes offered through Lawrence High now include some classes in Word, Excel, and Access, although staff cannot get tuition assistance for them. They cost around \$65 and are 10-week classes.

Mary Ann announced that the Secretary I in Special Collections has been reclassified to an LAI.

Other Business:

Carmen asked for the board’s reaction to Marilu’s offer to provide Covey training to staff. Six expressed enthusiasm, one abstained, and one expressed concern about the time involvement.

Future Meetings:

Feb. 18, March 18, April 15.

FYI

University of Kansas Libraries

Number 1390 February 13, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

PERSONNEL

Chet Durnal, Local Area Network Specialist, has announced his resignation. Chet began employment in December, 1992, and has been a member of the Libraries automation team. He has accepted a position in the Kansas City area. Chet's resignation is effective February 22, 1997.

Sandy Gilliland

MURIEL COOK NAMED "A WOMAN OF DISTINCTION"

At its 21st annual Dr. MLK Jr. Round-Up and Black History Month Kick-off held on January 30th on the Washburn University campus, the Kansas Dr. Martin Luther King, Jr. Memorial Committee along with Bias Busters of Kansas named Muriel Cook of the Libraries' Retrieval Services Department as one of the "Women of Distinction" who have kept the dream of Dr. King alive by their community involvement. The awards, presented for the second year, go to women who work quietly, behind the scenes, to advance the ideals of racial and economic justice in Kansas. Congratulations, Muriel!

Rob Melton

DISTINGUISHED LIBRARIAN AWARD NOMINATION REMINDER

As a reminder, nominations for the Chancellor's Award for Distinguished Librarianship are due February 28th. This \$2,500 award is presented to a librarian selected by the award committee. To be eligible for the award, nominees must have completed seven years of service as a professional librarian on the KU Libraries staff, Lawrence campus, by the date nominations are due. Additional nomination procedures and award criteria were included in the January 16th issue of FYI and may also be obtained from Sandy Gilliland, 4-3601.

Sandy Gilliland

KU'S FORMER CIRCULATION LIBRARIAN APPOINTED AS MSU LIBRARY DIRECTOR

Cliff Haka, KU's Circulation Librarian from 1977-1982, has been appointed as Director of the Michigan State University Libraries. He has held a variety of positions at MSU, most recently serving as Assistant Director for Administrative Services. Cliff's appointment becomes effective February 15, 1997.

ATTACHMENTS

Minutes: LFA Exec, January 13, 1997, February 3, 1997; LFA General Mtg., December 17, 1996; SDC, December 3, 1996, January 7, 1997, January 14, 1997, PRC, January 9, 1997; LFA Committee to Evaluate Service and Research, January 7, 1997

An Equal Opportunity/Affirmative Action Employer

LFA Exec meeting for Jan 13, 1997.

Present: B. Schulte, M. DeSart, C. Pierard, B. Schaffner, G. Gibbs, J. Girardo, K. Lohrentz.

1. Minutes.

LFA Exec minutes for Jan. 6 were revised and approved.

Planning and Research minutes for Dec. 12 were reviewed.

Staff Development Committee minutes for Dec. 10 were reviewed.

LFA General meeting minutes for the Dec. 17 meeting were revised and will be redistributed with revisions.

2. Becky reported on her meeting with Bill and Marilu on Jan. 7th.

- The Office of Research and Public Service has been contacted re: information on the General Research Fund, in response to which the guidelines have been sent.
- Approval has been received from the Provost's office for Gene Carvalho's retirement. We can now proceed with an election to fill his unexpired term on LCPT as soon as his retirement is officially announced by the Library.
- There was some discussion about holding a training session for library faculty evaluators. The first session was held last year and the intention is to offer some variation thereof on an annual basis.
- Dean Crowe raised a query with regard to a statement made at a recent Senate Libraries Committee meeting. Consensus among Exec members was that the Dean should proceed with his plans to revisit this issue at the next SLC meeting. Becky will also communicate with the Committee chair concerning the statement.

3. Other business.

- The additional charge to CESR will be tabled until the next meeting.
- Mel announced that he will meet with Sandy Gilliland on Wednesday, January 16, to review existing FASAR-related materials to bring all of them in line with the recently approved draft of the Libraries faculty evaluation plan. taken.
- Brad announced that the Ad Hoc Research Committee will meet this week.

4. Next meeting will be held Monday, Jan. 27.

Submitted by Ken Lohrentz, LFA Secretary.

LFA Exec minutes for February 3, 1997.

Present: B. Schulte, B. Schaffner, G. Gibbs, M. DeSart, C. Pierard, K. Lohrentz. Absent: J. Girardo.

Minutes.

Minutes of the LFA meeting for Dec. 17 were revised and approved.

Minutes of the Committee to Evaluate Service and Research were reviewed.

Minutes of the Staff Development Committee for Dec. 3 and Jan. 7 were reviewed.

Minutes of the Planning & Resources Committee for Jan. 9 were reviewed.

Announcements.

Becky announced that she has sent a letter to John Ralston, Chair of the Faculty Senate Library Committee concerning comments that he made at a recent meeting. He has not responded.

The Faculty Evaluation Plan has been sent to the Provost, along with a memorandum written by the Dean. Becky will send everyone in LFA a copy of Bill's memorandum.

Mel reported on the revision of the FASAR. Sandy is hoping to have it completed as soon as possible in preparation for calendar year 1997 evaluations. She plans to get the revision to LFA Exec, and then distribute it to the LFA membership.

Charge to CESR.

The charge to CESR was discussed and revised. The charge reads as follows:

"At present, there exists a document entitled Instructions for Supervisors: Annual Professional Performance Merit Ratings, a set of terms and accompanying definitions/descriptions which are used by a librarian's supervisor to rate the quality of the librarian's job performance. The LFA Ad Hoc Committee on Faculty Evaluation (AHCOFE) suggested some recent modifications to that document, with those modifications discussed at the recent LFA general meeting and accepted by the faculty on a subsequent mail ballot.

"Currently, CESR uses the same terms that appear in the superseded version of that document when assigning ratings to their evaluations of librarians' service and scholarly activities. Exec, on the recommendation of the AHCOFE, suggests the continued use of those terms.

"LFA Exec hereby charges CESR to derive definitions/descriptions for those terms for service and for scholarly activity, in a manner similar to that of the professional performance document."

LCPT Election.

Becky has sent out one call for nominees for the LIII position to fill the vacancy created by Gene Carvalho's retirement, but has received no response. Becky offered to help the Nominating and Ballot committee secure nominations for the LCPT vacancy.

GRF Guidelines.

The GRF Guidelines have been received from the Office of the Vice Chancellor for Research and Public Service. The Secretary in the RPS office has said that it is up to each "entity" to determine the deadline for the submission of applications, although they do have to approve it. This will require us to have an internal deadline several weeks before the deadline in the Research office. Brad volunteered to review the guidelines to determine whether they have been changed.

Another issue pertaining to the GRF has to do with a report requested by the Faculty Senate Research Committee on how the money was used and what the benefits were. Becky will take the issue up with Bill and Marilu.

The Libraries have matched GRF funds for the first three years of the GRF program. Becky will discuss with Bill and Marilu whether this funding will be continued.

Faculty Mentoring Plan.

Becky reported on a meeting with Sandy Gilliland, Deborah Dandridge, Brad Schaffner, and Marilu Goodyear about a mentoring plan for librarians. They discussed what is currently being done and came up with additional ideas.

Next Meeting.

Next meeting will be held Monday, Feb. 10.

Ken Lohrentz, LFA Secretary.

Library Faculty Assembly General Meeting Minutes
December 17, 1996, 1:30 p.m.
Watson Library Conference Rooms A & B

In Attendance: B. Schaffner, B. Baird, J. Richardson, J. Girardo, K. Graves, G. Anderson, G. Husic, J. Love, J. Dienes, S. Craig, S. Williams, R. Clement, C. Pierard, M. Goodyear, K. Neeley, P. Difilippo, W. Crowe, M. Hawkins, V. Doll, S. Gilliland, R. Ring, J. Miller, M. Roach, A. Williams, B. Mitchell, N. Eshelman, D. Pardue, E.C. Powell, G. Gibbs, R. Melton, M. DeSart, K. Lohrentz.

A. Introductory announcements.

Mel DeSart, Chair-Elect of the Library Faculty Assembly, called the meeting to order.

Sherry Williams announced that Becky Schulte was doing fine after undergoing surgery the previous day. She is now convalescing at home.

Mel DeSart explained that the one item on the agenda for the meeting was faculty evaluation. The purpose of the meeting, as stated in his e-mail message to LFA the previous day, was to address the content of the faculty evaluation plan in relation to what we are required to supply to the Provost for post-tenure evaluation.

Mel explained further that the document prepared by the Ad Hoc Committee on Faculty Evaluation was written so that it would have as little negative impact as possible. Some members had already commented before the meeting on the seemingly punitive nature of the document. In part, this is due to what we are required to supply to the Provost in response to the Board of Regents. LFA did write a response to the document considered by the University Council in August and commented at that time on the seemingly punitive nature of the document.

Mel also explained that the Committee for the Evaluation of Service and Research and the newly appointed Ad Hoc Research Committee will be asked to meet soon after Jan. 1st to discuss issues related to the faculty evaluation plan, and that the research committee will be asked to hold an open forum to explain what the committee will be doing.

Bill Crowe explained that he and Marilu Goodyear had attended a special half-day meeting on faculty evaluation held in early October for deans and department chairpersons. He explained that, while many people at that meeting expressed concern with the seemingly punitive nature of the process and with the language of the documentation, the process was, in fact, meant to be helpful and supportive.

The Dean emphasized that any such plan is to be approved by the faculty. The question then arose as to what would happen if the faculty plan would not be passed by the Library Faculty. George opined that in that event, there might be two possible scenarios. Presumably, Bill could pass it on anyway or the Provost could then have *carte blanche* to do whatever he wished. Bill explained that he did not think that that would happen, that there would probably

be an interim procedure set in place, and that perhaps a meeting of faculty leaders with him and the Provost would be called to explain what we could do until a plan was agreed to.

The Dean then stated that when the issue went before the Regents for a vote in summer, the documentation from KU was only accepted by a vote of 6-3. It is very unusual for a split vote to occur on such a substantive issue.

Mel then spoke briefly about the history of the action taken to date. The documentation was received from the Provost's office, which is mandating the process in response to the Board of Regents. This was forwarded to LFA Exec and on to the ad hoc committee. The committee has met 11-12 times to address all the points in the instructions. They met with Marilu Goodyear and with Sandra Gautt, Assistant Provost, to discuss concerns that the committee had. A copy of the plan was submitted to Sandra Gautt for review and she has responded to it. These responses will be shared later in the meeting with the membership of LFA.

Rob offered his interpretation of what has led to this. He believes that, ironically, it is not the issues of service and research, but job performance in teaching that has prompted the Board of Regents to initiate post-tenure review. The Regents wanted performance of tenured faculty to be reviewed. It could not, however, be isolated just to that so our entire procedure has to be reviewed. We must be held accountable in the same way that teaching faculty are.

B. Discussion of the Faculty Evaluation Plan.

In the discussion that ensued, the following issues were brought up by the membership:

- Is it correct, as stated in the third paragraph of the faculty evaluation plan, that each component of the faculty evaluation could trigger the dismissal review?
Answer: Yes. This was specified by Sandra Gautt. It would be a good idea for this paragraph to be revised because it includes no reference to remedial help. Intervention should be mentioned.
- Is it true that library faculty could lose their jobs over as little as 5 % of what they do? It would be unfortunate if anyone would have to go through this experience.
Answer: Dismissal for persistent failure ("chronic low performance") on 5% of the job would be possible.
- Are librarians judged differently from teaching faculty because their jobs are different?
Answer: Librarians are not faculty in the same ways that most teaching faculty are, but they **are** evaluated as faculty. The discipline expectations are specific to the jobs which all faculty do.
- Is there a chance that intervention could be triggered only after poor ratings in two areas are received in the same year, rather than one?
Answer: Sandra Gautt made it clear that each piece of the review should be considered

separately.

- It was suggested that for purposes of punitive action, the weights of the three components are equal. Even if only 5% of one's effort is devoted to research, the outcomes here would weigh them equally.

Response: Since we have service and research percentages that are so low, the scale of our expectations in those areas is not the same as for teaching faculty, although quality must be comparable, in the context of librarians' discipline expectations.

- Several comments followed on the role of the Committee for Evaluation of Service and Research.

- It was suggested that CESR could become a very powerful committee under these new guidelines, and that precautions need to be taken to keep this from happening.

Response: CESR will be asked as soon as possible to define the ratings better and develop standards for ratification by the Library Faculty that will be used from year to year. Any kind of list that is compiled, however, will have to be non-inclusive.

- To receive a rating of "poor," the evaluation might read "no documented research" or "no documented service."

- It was suggested that CESR has hitherto been reviewing service and research in the traditional sense. They will now have to review scholarly activity, which is much more diverse. It includes activities above and beyond the traditional definitions of research and service.

Response: The definition of scholarly activity is not different from what was required in former years. There are other things besides conventionally viewed research that can be listed as a means of getting credit for this category.

- There was a concern expressed that scholarly activity, which is more broadly interpreted than research, may produce results of no value to anyone.

- It may be more difficult to evaluate new forms of scholarly activity against more traditional research.

- There are different venues, however. One such example might be the opportunity to do something on the Web that pulls together resources in a useful way.

- It was suggested that there is much material of marginal value that is published in refereed journals. This places the burden on CESR to consider the content and scholarly contribution of the publication.

- We need to incorporate the relationship between merit salary and evaluation results in each of the three components of the evaluation. For example, the new process might

drop someone out of the merit salary increase pool completely if a poor rating is received in any of the three areas.

- The faculty evaluation plan would encourage a discrepancy between the percentages that are written down and what happens in practice. One might want to spend more effort than what is devoted to research or service, and that will take away from one's primary assignment.
- It is very difficult to determine how it is possible to evaluate anyone in pieces. Some things could fall into different slots for different people. It is difficult to see the whole person in the whole performance. We could do something other than having CESR evaluate service and research.
- Several comments followed on documentation submitted to CESR.
 - It may be necessary to put forth more effort to get feedback from your peers. One may need to spend time in soliciting letters.
 - The burden may be greater when the activity is not a traditional format.
 - It is not so much a matter of looking for proof as a need for clarification. CESR operates on the general premise of trust.
- What does the Board of Regents want? It wants good teachers and good librarians. Let's get back to the spirit of what is wanted -- balance, overview, and individualization. You may have done what you did in a unique way.
- With regard to the paragraph beginning "Overall..." [p. 3 of the evaluation plan], it is unlikely that anyone would receive such a low rating. This is a worst case scenario and it is unlikely that anyone will receive this succession of poor ratings.
- Is CESR aware of the percentages of effort that each librarian assigns to service and scholarly activity?
 Answer: No. They are not provided with this information, per LFA guidance. The percentages only play into the overall rating.
 Comment: The percentage is not time spent, but the effort assigned in the overall rating.
- We have had plenty of time to know that this is the direction of things.
 Response: But this is different re: the consequences of what happens if you don't do research.
- It was suggested that with these requirements, it will be necessary for us to look at the variety of scholarly activity a little less judgmentally. Unless it is clearly inappropriate,

it should be accepted as whatever the librarian offers it to be. It will be unfair to judge a certain activity universally as the same thing for all applicants.

- Will the university be checking up on us? Will they know who will have received a poor rating?
The document from the Provost states: "On an annual basis, the Deans report to the Provost those individuals identified through the evaluation process as being at risk for or evidencing sustained failure to meet academic responsibilities. The report must identify corrective action or interventions to be instituted in each case."
- Did the document from the Provost mention anything about advising?
Answer: Teaching and advising are combined for the faculty. Librarians have not been expected to do advising.

C. Comments from Sandra Gault.

Mel identified the points in the faculty evaluation plan which Sandra Gault thought may need to be revised. These included the following:

- The paragraph on p. 3 of the plan, beginning "Overall . . .", should include something about what will be done in case of a poor rating.
- The last sentence in the first paragraph on p. 4 should simply read, "The Dean's decision may not be appealed." Failure to observe due process or claims of discrimination may be appealed, but the decision itself cannot be.
- In the conflict resolution/review process, the same terminology with regard to the appeal process, as explained above, should be used.
- Several points in the "Outcomes of the annual evaluation" need to be fleshed out more fully.
- Mel announced that for the teaching faculty, this new evaluation plan will guide the process for the 1997-1998 academic year. For us, it will take effect for calendar year 1997. There is nothing retroactive in the new procedure.

D. Other comments from the floor.

- The original guidelines emanating from the Provost's office are relatively general. Where are the current guidelines really coming from? Don't they have to put them into writing, as we do?
Answer: There was an earlier document that was received from the Provost's office, but there are a lot of generalities that we have turned into specifics.

- The appeals process which we now have applies only to the annual evaluation percentages and ratings.
- It is clear that it is not reasonable for someone to be fired for only 5% of their performance. Is there room for a minority report? The importance of performance in one's primary responsibility is not emphasized enough.
- Some of us were concerned that if we left the boilerplate as it was, it would look defensive.
- In the Provost's documentation forwarded to the Board of Regents, under activities of faculty by each unit, there is a long list of what is required. They have opened the way clearly for differential allocation of effort. It can result in an exemption for the short run, but not in the long term.
- The tone and tenor are significant. We need to say as honestly and positively as possible that everything we do reinforces our standing as librarians. It will take considerably more time to make this work.
- Each person is unique. This should be in the document (not in the appendix).
- We should emphasize that we find it unacceptable that a librarian can be dismissed for 5% of their job, whereas for the teaching faculty it is no less than 20%.
- This seems to say to the university administration that we don't want to be faculty. If we say one of these is not necessary, then we're saying that the job is not a faculty job. Sandra Gautt has said these three things are a given for all faculty. Secondly, I don't see the dichotomy between the three components as others do. Research and service can be related to the primary assignment. Some librarians will find it interesting to see how easy or difficult it is to jump over the bar.
- All relevant documentation going back to August '96 should be included with the ballot.
- Could it be explored with the Provost's office as to what a "no" vote will lead to?
Answer: We can ask.

E. Concluding remarks by the Chair.

- Mel outlined the timeline for voting. The ad hoc committee and LFA Exec will meet to produce a slightly revised version of the documentation. The revised version will then be distributed with the ballot on Friday and the deadline for returning the ballot is Jan. 3. A fax vote will be acceptable.
- There are a number of related topics that have been brought up in connection with this

document. CESR and the Ad Hoc Committee on Research will be open to input on these issues.

- If LFA members would like to have another general LFA meeting to discuss issues related to the evaluation plan, a special meeting may be called by petition of ten members of the assembly.
- Who will receive the ballot?
Answer: All tenure-track faculty, but no unclassified professional staff.

F. Summary of Action Taken.

Susan Craig moved that a mail ballot be sent to all tenure and tenure-track librarians. Seconded by Richard Ring.

Referral to the LFA Code of Governance identified membership categories 2.1.1 and 2.1.2 as the appropriate groups to whom the ballot would be mailed as determined by the wording of the motion.

Sandy Mason offered an amendment to the main motion to limit the mail ballot to LFA members in category 2.1.1 only. The amendment was seconded by Rob Melton.

The amendment passed with a unanimous vote. The main motion as amended was then passed, also unanimously.

Respectfully submitted, Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
December 3, 1996

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Al Mauler, Kristi Cook

Absent: Sandy Gilliland

1. **Minutes:** The minutes of the November 26th meeting were read, corrected and approved.

2. **Travel Requests:** Four travel requests for AIA Midwinter in Washington, D.C. were approved. They were for Brad Schaffner, who will attend February 14th-20th, Donna Koepp who will attend February 13th-19th, Faye Christenberry who will attend February 14th-19th and Mel DeSart who will attend February 14th-20th. One other travel request was approved for Mel DeSart to attend ACRL in Nashville April 11th-14th, 1997.

Kristi Cook offered to remind staff via the FYI and e-mail messages to get their travel requests in for ALA Midwinter in a timely fashion. She will also remind staff to put down their entire travel request needs so that she can compare dollar needs with the annual travel allotment.

3. **Programs:** Deborah announced that the next SDC program is "Caring for aging parents" which will be held at 10 am on January 8th in Watson Conference Rooms A and B.

Al reported that the planning of the upcoming Teleconferences is going well. He also reported that he is making up an evaluation form for the workshop just past "Balancing work and leisure". After this evaluation form is sent out and received back, the committee will decide on the utility and content of SDC program evaluations.

The program on travel procedures for library staff will be scheduled after SDC has met with the administrative staff to go over the new travel procedures. Associate Dean Marilu Goodyear has notified Deborah to let her know that this meeting will be held in January 1997.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Minutes
Staff Development Committee
January 7, 1997

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Al Mauler, Kristi Cook
Absent: Vic Cardell, Sandy Gilliland

The meeting was called to order at 9:15 am in Watson Library Conference Room B by Deborah Dandridge, Chair.

1. **Minutes:** The minutes of the December 3rd meeting were approved as written.
2. **Travel Requests:** One travel requests was approved for Carol Jeffries to attend a one-day workshop entitled "How to be a More Effective Team Leader," to be held March 19th in Kansas City.
3. **Programs:** The workshop entitled "Caring for Aging Parents" will be held tomorrow at 10:00 am in the Watson Conference Rooms. It will be conducted by David Born of the Department of Human Development and Family Life. Refreshments will be served.

Al reported on upcoming videoconferences. A brochure is being sent to him from Kathleen Gaydos on the videoconference entitled *The Future for Librarians: Positioning Yourself for Success*. He has checked that the Teleconference Room in Strong Hall is available for this conference. We will decide whether to sponsor this videoconference depending on the presenters and on the cost involved.

We have signed up for the other videoconferences including the *Soaring to Excellence* and *Dancing...With Change*. The costs of both of these videoconferences including the videotaping and use of equipment will be well within our budget. Al will send an e-mail to remind people that these conferences are coming up.

Kriza Jennings' site visit to the KU libraries is scheduled for January 30 and 31st. Her visit is cosponsored by the Cultural Diversity Advisory Committee and SDC. SDC will be responsible for the publicity and registration.

On January 21st at 9:30 am we will meet with Library Administrative Staff to discuss the new travel procedures. We hope to sponsor a library-wide program on travel procedures after this meeting. Deborah encouraged us to study our new Travel Form before this meeting.

4. **Program Evaluations:** Al showed the committee the compilation of results from the evaluations received our first program: "Balancing Work and Leisure." The results were generally very positive and will be sent to Kathleen Ames-Oliver along with a thank you note for her presentations.

On the evaluation forms, under new programs a request was made that SDC provide computer skills classes. Al will work on this.

5. **Research:** Marilu Goodyear has sent a memo to Deborah Dandridge to enlist our input in how we as a committee can sponsor programs to assist library faculty in doing their research projects. Each member of the committee will receive a copy of this memo before we begin to work on this.

Since Sandy Gilliland and Vic Cardell could not attend this meeting, Al will send each of them copies of our new Program Evaluation Form as well as copies of the latest set of approved minutes.

The meeting adjourned at 10:5 am.

Evelyn Constance Powell

Minutes
Staff Development Committee
January 14, 1997

Present: Kristi Cook, Evelyn Constance Powell, Vic Cardell, Al Mauler, Vickie Doll, Sandy Gilliland
Absent: Deborah Dandridge

The meeting was called to order 9:15 in Watson Library Conference Room B by Kristi Cook since Deborah Dandridge was ill.

Minutes: The minutes of the January 7th meeting were read, corrected and approved.

Travel Requests: Before processing the current travel requests a discussion took place on the difference between job training and staff development. Job training, i.e. learning the skills essential for your job, is handled by the Library Administration who may designate some of this training to the Library Automation Department. Staff development, i.e. keeping current in your area of expertise, learning new skills, or learning coping or management skills to perform better in the workplace is handled by the Staff Development Committee.

Three travel requests were recently approved. Cindy Pierard was approved for funding to attend ALA Midwinter February 14th to February 17th in Washington, DC. Rich Ring was approved for funding to attend ALA Midwinter February 14th to 18th in Washington, DC and the Faxon Conference to be held February 12th and 13th in Washington, DC.

Three travel requests were discussed and approved in the January 14th SDC meeting. Vickie Doll was approved for funding to attend the Association for Asian Studies Meeting (AAS) to be held March 13th through March 16th in Chicago. She was also approved for funding to attend the Council on East Asian Libraries (CEA L) to be held March 12th and 13th in Chicago. Rick Clement was approved for funding to participate in the Arizona Center for Medieval and Renaissance Studies Conference to be February 13th through 15th in Tempe, Arizona.

Luceil Hamlin, Alex Slater, and Miloche Kottman were all approved for funding to attend the one-day symposium entitled "How to be a more effective team leader" to be held on March 19th in Kansas City.

Programs: It was announced that the January 21st meeting with Marilu Goodyear and the Administrative Staff on the new travel procedures has been cancelled. No new date for that meeting is currently scheduled.

The meeting adjourned at 10:15.

Evelyn Constance Powell

**Planning & Resources Committee
Meeting Minutes**

January 9, 1997, 10:30-11:30 am

Present: G. Anderson, V. Doll, J. Emde, L. Fredericksen, S. Hewitt

The minutes of the December 12, 1996, meeting were amended and approved.

Departmental resource reports

We briefly discussed the timetable for reviewing and handling the departmental reports.

Personal use of state property

We discussed the results of Judith's literature search on this topic. Very little has come up under the keywords "personal use" and "property", although a search with the keywords "computer ethics" brings up a number of different items.

Our discussion covered many different aspects of this subject, including: possible differences in policy between permanent staff and student assistants; current policies in force or agreed to in principle (such as using photocopying or fax machines, the telephone, et sim.) which might also be relevant to new types and forms of property (i.e., computers); personal use on work time versus personal time; variations in policy among units; the role of the supervisor in defining and carrying out such a policy and problems with enforcement; and other aspects. Judith will prepare a "generic" statement on this subject for our next meeting.

Next meeting

Thursday, January 16, 1997, 10:30 am in Watson (specific room yet to be determined).

Gordon Anderson, Secretary
Planning & Resources Committee

**UNIVERSITY OF KANSAS
LIBRARY FACULTY ASSEMBLY
COMMITTEE TO EVALUATE SERVICE AND RESEARCH**

Present: Brian Baird, Donna Koepp, Rob Melton

The Committee to Evaluate Service and Research (CESR) met in an organizational session January 7, 1997 at 9am in Watson Library's Conference Room A. Rob Melton was chosen Chair, and Donna Koepp as Secretary.

The Committee's charge for the 1996-97 academic year was revealed as well as the Annual Report from FY96 CESR and the 1995 Evaluation Process and Criteria. Particular attention was paid to the need to evaluate librarians' participation on electronic lists and the creation of home pages on the World Wide Web.

The Committee set a goal of completing all work by February 13, before members leave for ALA Midwinter. A calendar of meetings was selected with that goal in mind. The following meetings times are set so far:

January 15, 10 - 12
January 17, 2 - 4
January 22, 1:30 - 3:30

Respectfully submitted
Donna Koepp, Secretary

FYI

University of Kansas Libraries

Number 1391 February 20, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

PERSONNEL

Corrie Thompson, Secretary I in the Science Library, has announced her resignation. Corrie began employment with the Libraries in September, 1992. She has accepted a promotion with KU's Medicinal Chemistry department. Her resignation is effective March 7th.

Sandy Gilliland

ATTACHMENTS

Cultural Feast Invitation

CULTURAL FEAST

1997

SHARING CUSTOMS & TRADITIONS THROUGH FOOD

Name of the person sharing recipe / dish: _____

Ethnic food: _____

Origin: _____

"THE RECIPE"

(optional)

Helpful instructions: _____

@ Number of servings: _____

@ Calories (optional): _____

(please see the other side of this page for additional information)

Come one! Come all! To the KU Libraries Cultural Feast!

"Sharing customs and traditions through food"

When? Tuesday March 11, 1997 11:00 AM - 2:00 PM

Where? Watson Library First Level

Do you have a favorite **food** that reflects your ethnic heritage, family history, or that just has an interesting story that goes with it? Please come to the Cultural Feast and share it with your colleagues. Contact members of the **food** sub-committee for the cultural feast by email and let us know what you're bringing and how many it will serve. Please call if e-mail is not available to you.

Food sub-committee members (All have groupwise email address)

Muriel Cook mcook
Kathy Clodfelter kclodfleter
Carmen Orth-Alfie carmen
Ela Zygmunt ezygmunt
Linda Hermes lhermes
Vickie Doll vdoll

Would you be willing to share your recipe and some of the history behind it? Let the members of the food sub-committee know. If your recipe's a family secret or unavailable that's ok too! You can share as little or as much as you want about your contribution.

Feeling uninspired? Don't know what to bring? Muriel Cook has a variety of ethnic and international cookbooks that she's willing to make available. Contact her for more information.

Short on time? Hate to cook? That's ok! Cooking assistance may be available for you. Contact Muriel for more information.

The Cultural Diversity Advisory Committee is really excited about this event! We hope to have a large number of participants and a wide variety of foods for sampling. Please plan to attend and bring a dish to share. The members of the food sub-committee are anxious to hear from you!

Watch your e-mail for an update.

FYI

University of Kansas Libraries

Number 1392 February 27, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

PERSONNEL

Daniel Sodders has been appointed as a Library Assistant I in the Cataloging Department, effective February 24, 1997. Daniel worked as a student assistant for the KU Libraries from 1992 to 1996 in Retrieval Services. He earned a BA from Midwestern State University (Wichita Falls, TX), and an MA and PhD from KU (History). Daniel replaces Gwen Roy. Sandy Gilliland

INTERLIBRARY LOAN RECOGNITION

I'm pleased to report that we received a nice card from the interlibrary loan staff of Evans Library at Texas A&M University informing us that we were selected one of their "Best Service Partners" for our interlibrary loan service to them. The card is individually signed by A&M library staff with a comment about our "outstanding service to Texas A&M in 1996". This is due to the hard work of many people in the branches, interlibrary loan, and the mail room. Lars Leon

ATTACHMENTS

Minutes: Disaster and Emergency Planning Committee, December 10, 1996, February 11, 1997.

DISASTER AND EMERGENCY PLANNING COMMITTEE

December 10, 1996

Present: Brian Baird (Chair), Tanya Bales, George Gibbs (recorder), Donna Kipp, Kent Miller

The completed draft of the disaster plan was distributed. Brian asked members to mark up the text and send him comments by early January.

The committee reviewed the list of disaster resources.

Each committee member was assigned to work with one or more library locations to modify the core text of the disaster plan to fit local circumstances.

Assignments are as follows: Watson, Kent and Donna; Science, Brian and Tanya; Music and Art, George; Documents, Brian; Engineering, Tanya.

The next meeting will be February 11 at 10 in George's office.

DISASTER AND EMERGENCY PLANNING COMMITTEE

February 11, 1997

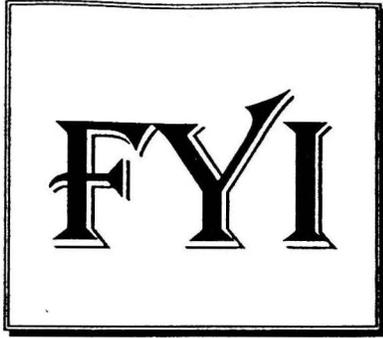
Present: Brian Baird (Chair), Tanya Bales, George Gibbs (recorder), Donna Kipp,

The minutes of the last meeting were reviewed.

The committee looked at several pictures which could be used for the cover of the completed disaster plan and selected one.

Members were asked to make contact with the heads of the library locations for which they will serve as liaison and work with them toward a March 30 deadline to supply a text modified for that location.

The next meeting will be February 25 at 10 in George's office.



The University of Kansas Libraries

Number 1393

March 6, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

UNCLASSIFIED VACANCY

Due to Chet Durnal's resignation, applications are now being accepted for a Local Area Network Specialist, a full-time, unclassified professional staff position in the Libraries' Automation Department. Duties: Manage, develop and support public and staff aspects of Novell Netware LANs used in a campus-wide library system (main applications are CD-ROM databases, Novell GroupWise, and library applications). Hardware and software maintenance, installation and configuration (includes lifting and carrying computer equipment). Perform user training and writes documentation as needed. (Full description is available.) Required Qualifications: experience managing or supporting a Novell Netware LAN; excellent knowledge of MS Windows, MS DOS; excellent interpersonal and communication skills; demonstrated ability to learn computer skills quickly; ability to lift and carry fifty pounds; experience with installation and trouble-shooting of microcomputer hardware; demonstrated ability to work independently. Preferred Qualifications: experience installing a Novell Netware LAN from scratch; experience with Netware 4.x; knowledge of network protocols (IPX, TCP/IP); experience installing and maintaining CD-ROM equipment; experience or education in programming, computer science or related fields; experience managing a LAN or multi-user system other than Novell netware; experience performing user training; baccalaureate degree. Annual salary: \$31,000-\$35,000. To apply, submit letter, resume, and names of three references to Sandra Gilliland, Assistant to the Dean, 502 Watson Library. Applications postmarked by March 21, 1997 will be given first consideration. Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

ATTACHMENTS

Minutes: LFA Exec, 2/10/97; SDC, 1/21/97, 2/4/97, 2/11/97, 2/18/97; PRC, 1/23/97, 1/29 & 1/30/97; LFA Ad Hoc Committee on Research, 1/21/97, 1/30/97, 2/7/97, 2/11/97, 2/20/97

An Equal Opportunity/Affirmative Action Employer

LFA Exec. minutes for February 10, 1997.

Present: G. Gibbs, J. Girardo, B. Schaffner, B. Schulte, C. Pierard, M. DeSart, K. Lohrentz.

Minutes.

Minutes of LFA Exec for Jan 13 and Feb. 3 were revised and approved.
Minutes of the Staff Development Committee for Jan. 14 were reviewed.

Announcements by the Chair.

Becky reported on her meeting with Bill and Marilu. When asked about a library match of GRF funds, Bill replied that a match will be provided largely from release time as in the past few years.

Faculty Senate Research Committee Report.

Becky has contacted the Research office to determine what information is required for the report. We need to identify goals, how we used GRF funds, and explain how the goals have been met. Becky distributed a draft of the report and a few revisions were suggested, including the need to spell out what the rules were. Brad and Becky will continue to work on the GRF report and will distribute it later in the week.

Becky has also pursued the matter of getting more information for this year's competition.

Faculty Evaluation.

Becky distributed a copy of Bill Crowe's memo which accompanied the Faculty Evaluation Plan when the plan was submitted to the Provost's office. Bill and Marilu have emphasized that dialog should not be closed regarding faculty evaluation, and that we all remain open to further discussion.

The decision was made to distribute Bill's memo with a cover sheet to all LFA which Becky is planning to write.

GRF Announcement.

The date when GRF applications should be in to the Research office is April 15. March 17th will be the deadline for applications to be in to the administrative office. LFA Exec will review the applications.

Nominating and Ballot.

Jill agreed to get the ballot out for the L III vacancy on LCPT.

Next meeting.

There will be no meeting next week. Next meeting will be Monday, Feb. 24.

Ken Lohrentz, Secretary.

Minutes
Staff Development Committee
January 21, 1997

Present: Deborah Dandridge, Kristi Cook, Evelyn Constance Powell, Vickie Doll, Al Mauler, Vic Cardell

Absent: Sandy Gilliland

Minutes: The minutes were read and approved as written.

Travel: There were no travel requests.

Programs: The program entitled *Caring for Aging Parents* was well attended and well received. Al will assemble the information from the staff evaluations and give it to Deborah. Deborah will send this evaluation information to Dr. Born along with a thank-you note for his presentation.

Al is continuing to work on the videoconferencing series. He is in the process of notifying the NEKLS libraries. Sandy Gilliland will send out the individual notices and registration forms to library staff. The first videoconference will take place on February 14th.

Vickie reported on Kriza Jennings' upcoming site-visit which will take place on January 30 and 31st. Current plans call for the program registration to go through Sandra of the Administrative Office. Al plans to videotape both of the open sessions.

Other Business: Deborah shared a tape supplied by Marilu Goodyear entitled *Changing Role - Information Resources Professional*. This will be stored with the other library staff resources. The Committee decided to make a list of all the library resources currently available to library staff. This will be an ongoing project directed by Al.

The meeting of SDC with Marilu Goodyear and the other administrative staff concerned with the new travel procedures will be held on February 4th. Unfortunately Deborah will be out of town. We will work on preparing a list of questions for this meeting. A discussion followed of the types of questions we might ask.

Vic reported that CCMC (Consortium of College and University Media Centers) had produced multimedia fair use guidelines. Although these guidelines are not accepted by ALA, they can still act as guides which may help in deciding the fair use of multimedia. Librarianas interested in attending the videoconference on February 27th on the guidelines should call Media Services at extension 3352 to register.

The meeting adjourned at 10:15 am.

Evelyn Constance Powell

Minutes
Staff Development Committee
February 4, 1996

Present: Al Mauler, Evelyn Constance Powell, Vickie Doll, Sandy Gilliland

Absent: Deborah Dandridge, Chair, Vic Cardell, Kristi Cook

Guests: Nancy Jaeger, JoNell Proctor, Denise Swartz, Associate Dean Marilu Goodyear

The meeting was called to order at 9:15 am. This meeting was scheduled with the Administrative Staff to review the new library travel guidelines.

The new guidelines will consist of four pages. The first page is an explanatory sheet. The second page is the request form for staff development funds. The third page is the request form for administrative funds. The last page is a travel reimbursement request form.

The explanatory sheet will assist the traveller in deciding whether the trip is administrative in nature, such as a trip requested by the Library Administration; or whether it is professional development in nature, such as a trip to attend or participate in a conference, workshop or seminar for the purpose of improving one's professional expertise. The explanatory sheet will include advice and tips to the traveller, for example a reminder to keep receipts. After reading the explanatory sheet, the traveller will fill out the administrative form or staff development form as appropriate. In either case, once the request has been approved, the traveller will be sent a travel reimbursement request form. To fill out this form the traveller will be required to contact the Travel Center for airline reservations, lodging or car rental if he or she expects to be reimbursed.

It was emphasized that the traveller should follow all the directions carefully and should fill out each of the forms completely and submit them on time. The Staff Development Committee will expect a completed form to be submitted two months before the trip. This will allow them to complete their work and get the form to Denise Swartz one month before the trip. Administrative travel reimbursement forms should be submitted to Denise Swartz one month before the trip.

It was suggested that the various forms be color-coded for ease of use. Also, a general library seminar will be arranged to present these new travel forms to all library staff.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Minutes
Staff Development Committee
February 11, 1997

Present: Deborah Dandridge, Kristi Cook, Evelyn Constance Powell, Vickie Doll, Vic Cardell

Absent: Sandy Gilliland, Al Mauler

Minutes: The minutes of the previous meeting were read. Since we had visitors at the last meeting, copies of the draft minutes are being distributed to the visitors from the Administrative Office for their approval. After Administrative approval, these minutes will be read corrected and approved by SDC.

Programs: Because of Al's absence due to a death in his family, Kristi will handle the first *Soaring to Excellence* program. Kristi will send an e-mail announcement calling for registrations. Sandy will set up the room and equipment starting at 10:00 am. The showing will take place from 11:00 am to 2:00 pm with a break from 12:15 to 12:45.

The Committee has received a flyer about another program entitled *The Future for Librarians*. It costs \$300.00 and is sponsored by many library/information organizations including Lexis/Nexis and the Medical Library Association. Due to the high cost and the specialized focus, the SDC decided not to sponsor this program. However copies of the flyer will be forwarded to the KU Law Library and the KU Medical Center Library.

Travel: There was some discussion of the new travel request form packet. Since this packet is undergoing many changes, a full discussion of the new packet has been put off until next week, when we will have the new packets in hand.

There was a discussion of the difference between staff training which is the Library Administration's responsibility and conferences and seminars for general staff improvement which is the Staff Development Committee's responsibility.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Minutes
Staff Development Committee
February 18, 1997

Present: *Deborah Dandridge, Vickie Doll, Al Mauler, Kristi Cook, Sandy Gilliland, Vic Cardell*

Absent: *Evelyn Constance Powell*

Guest: *Denise Swartz*

1. **Discussion of Travel forms:** The SDC reviewed the travel forms and cover letter developed by the Administrative staff and offered a few suggestions and many compliments. Copies of the forms will be sent to all staff; the new forms should be used for all future travel requests. Staff are asked to comment on the clarity and ease of use of the forms—they will be revised as needed. Seminars on travel requests will be presented by Nancy, Denise and Jo Nell as soon as they can be scheduled.

2. **Travel requests:** There were no new travel requests. A request, previously approved by the SDC, from Nancy Burich to attend ALA MidWinter February 14-17 in Washington, D.C. was announced.

3. **Soaring to Excellence, Session I:** Kristi had collected the evaluation forms in Al's absence and reported that the comments seemed generally favorable. Approximately 18 attended, all but one (from Lawrence Public Library) from KU. Gene Wee (Kansas Union) apologized for the poor quality of the sound and suggested arranging for speakers from TeleCom, but those who had attended did not think that the sound was too bad. Sandy will check further if other equipment should be on hand.

4. **Evaluation Form:** Al distributed the results of the evaluations of the "Work and Family: Caring for Aging Parents" program (January 8, 1997). Deborah will pass on the results to Professor David Born along with the thanks of the SDC.

5. **Miscellaneous:** The question was raised about the 2 share per annum maximum on workshop awards. Does funding for travel to a workshop count toward the maximum? The SDC decided that the 2 share maximum applied only to funds awarded for workshop registration(s) and does not apply to travel funds.

The meeting adjourned at 10:15.

Submitted by Al Mauler

**Planning & Resources Committee
Meeting Minutes**

January 29 & 30, 1997, 10:30-12:00 am

Present: M. Alexander, G. Anderson, V. Doll, J. Emde, S. Hewitt, N. Jaeger

The minutes of the January 23, 1997, meeting were reviewed.

Departmental resource reports

These two meetings were devoted entirely to reviewing all the units' reports and drafting a summary report to be distributed to Library staff.

All unit reports except two had been received by Wednesday's meeting. We reviewed each other's work in analyzing the sections assigned. Some members had revised previous work, which hence replaced earlier drafts. Judith will format all the sections together on one disc and distribute a copy to each member.

Members will then have until Monday (Feb. 3), 8:30 am, to make changes before the final draft goes out to Library faculty and staff.

The open meetings are scheduled for Tuesday, Feb. 4 and Wednesday, Feb. 5, 3:30-4:30 pm, in Watson Conference Room A (+B on Wednesday).

Next PRC meeting

Thursday, February 13, 1997, 10:30 am at Sue's office, Anschutz Science Library.

Gordon Anderson, Secretary
Planning & Resources Committee

**Planning & Resources Committee
Meeting Minutes**

January 23, 1997, 10:00-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen, S. Hewitt, N. Jaeger
Guest: Marilu Goodyear

The minutes of the January 16, 1997, meeting were amended and approved.

Library task force on student wage rates

In response to Marilu Goodyear's request last week that the PRC suggest candidates for a task force to study the minimum wage increase for student assistants, we drew up a slate of several candidates. Judith will forward this slate to Marilu for her action.

Marilu Goodyear joined us at this point to discuss the background and imperatives for this task force.

She referred to the work done by two previous task forces, noting that their work had been thorough and well done. At the current time, however, the Library needs a new set of guidelines on student wage rates to deal with a situation which differs markedly from the past several years.

The mandated FY 1997 and FY 1998 increases in the federal minimum wage have created significant gaps in the student-wage budget, which will be very hard to fill from existing and expected or realistically hoped for funding increases from the State Legislature. In a nutshell, the old wage-rate structure cannot be maintained under current circumstances; it must be changed.

The task force membership, Marilu explained, should consist of staff who hire and supervise students, one or more department heads, and supervisors from different libraries. The task force should re-visit all the issues relating to student employment, for example, recruiting, the work-study situation, efficiency in payroll processing, and the size of the student work-force.

Departmental resource reports

Open meeting times:

Tuesday, Feb 4th	3:30-4:30	Watson Conf. Room A
Wednesday, Feb 5th	3:30-4:30	Watson Conf. Rooms A&B

Marilu will begin by briefly discussing in general terms the Administration's priorities; most of the meeting will be devoted to comments, observations, and discussion of the reports. She hopes to get a consensus not only on which issues should be spoken to, but also in what priority.

Looking further ahead, Marilu noted that in these times of major equipment upgrades and systems replacement staff re-allocation is a very important topic. She feels that the Library needs a new comprehensive strategic plan "to drive budget allocations." Before a new strategic plan can be drawn up, though, Virtua must first be implemented.

The previous strategic plan has been fulfilled; a new plan must be developed. Soon after the resource-report project has been completed Marilu would like to move right along to a discussion of strategic-planning issues.

Next meeting

Wednesday, January 29, 1997, 10:30 am in Watson Library.

Gordon Anderson, Secretary
Planning & Resources Committee

LFA Ad Hoc Committee on Research

Minutes

1/21/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Schaffner led discussion on the charge LFA issued to the *Ad Hoc* Committee on Research. He then presented a policy document from the University of Illinois for their Library's Research and Publication Committee. The committee agreed to try and secure similar policy statements from other university libraries.

The committee will hold a general meeting for all LFA members, inviting them to discuss what role they feel the committee should play. Based on information gained from this meeting the *Ad Hoc* Committee on Research will draft a proposal for LFA. The general meeting is scheduled for 10:30–12:00 on Tuesday, February 11, 1997.

Next meeting is scheduled for 10:30 on Thursday, January 30, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

1/30/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Schaffner issued a call for comments on what LFA members felt the Committee on Research should be charged to do, and the committee reviewed the comments he had received.

Discussed plans for conducting the open meeting. Schaffner agreed to prepare a list of the questions and comments that were sent to him prior to the meeting.

There was discussion on how the Committee on Research would interact with the current LFA evaluative committees of CESR and LCPT.

Next meeting is scheduled for 10:30 on February 7, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

2/7/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Finalized plans for the open meeting. There will be an effort to keep the discussion focused on what the new committee should do rather than on whether or not librarians need to do research.

Discussed the logistics of the committee. There was concern that some of the most practical, information gathering and distribution activities that LFA members want the Committee on Research to perform will be difficult for a committee to do well. It was discussed that it would be ideal to assign some of these tasks to a staff member as part of their job assignment.

Next meeting will be held following the open meeting at 10:30 on February 11, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes from Open Meeting

2/11/97

An open meeting was held by the LFA *Ad Hoc* Committee on Research to gain feedback on what LFA members wanted in a Research Committee. Schaffner began the discussion by explaining that the decision had been reached that a Research Committee was needed. He also clarified that the charge of the *Ad Hoc* Committee was to prepare a draft charge under which the Research Committee will operate.

There was lively discussion among attending LFA members concerning what the Research Committee should be charged to do. A summary of the suggested duties follows:

- Assume responsibility for the distribution of General Research Funds as well as the \$2,500 that Dean Crowe has set aside to assist research.
- Act as a clearing house for information on available funding sources, possible research topics, and university personnel who can provide expert assistance in research (e.g., statistical expertise).
- Announce upcoming library related conferences and when they issue calls for papers.
- Create a database of individuals in the Libraries who are willing to mentor and/or co-author with those who need help with their research.
- Create a manual/document clearly outlining what is considered acceptable scholarly activities.
- Organize informal discussions where people can discuss their research projects and get early feedback from their peers.
- Organize formal presentation situations where LFA members can present papers that will provide constructive peer review that will help the presenter fine tune the paper for scholarly presentation or publication.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

2/20/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

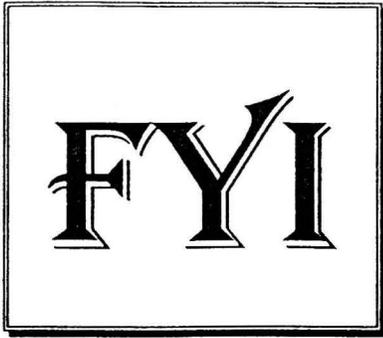
Reviewed minutes from previous meetings and from the open meeting.

Neeley reported on the open meeting she attended which was held by the University to allow discussion of the reports issued concerning the new research foundation.

Following is an outline of proposed duties which the *Ad Hoc* Committee feels should be assigned to the Committee on Research:

- Oversee distribution of the \$2,500 Dean Crowe has set aside to aid in scholarly activities.
- Oversee distribution of General Research Funds assigned to the Libraries.
- Create a "Scholarly Activity Handbook."
- Hold research forums to allow LFA members to present research.
- Facilitate mentoring.
- Promote opportunities for scholarly activities.
- Track and report on scholar accomplishments.
- Work with newly established research/grant coordinator on research funding issues.
- Organize sessions (e.g., brown bag lunches) to facilitate informal discussion among peers about scholarly activities in progress.

—Recorded by Brian Baird



The University of Kansas Libraries

Number 1394

March 20, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

SNYDER BOOK COLLECTING CONTEST

Publicity is underway for the 41st Snyder Book Collecting Contest. Posters for the Spring '97 Snyder Book Collecting Contest have been distributed across campus, and handouts which describe the Contest rules and prizes have been issued to service desks throughout the Libraries. The Contest's entry deadline is 5:00 p.m. April 8. Winners will be announced at a public reception in the Malott Room of the Kansas Union at 1:30 on April 17. To prompt student interest in the Snyder Contest, staff of the library service desks are encouraged to make the handouts prominently available. For added quantities of the handouts, or further information, contact members of the coordinating committee: Jill Girardo (4-3351), Lin Fredericksen (4-4274), Marilyn Clark (842-6787), or Rick Clement (4-4217).

Rick Clement

ATTACHMENTS

Cultural Feast Thank You; KULSA TGIF Invitation and Map to Bunker & Marilyn Clark's home.
Minutes: CCEB, February 18, 1997; EIC, February 26, 1997; LFA Exec, March 3, 1997; SDC, January 21, February 4, February 11, February 18, 1997; PRC, January 23, 29 & 30, 1997; LFA Ad Hoc Committee on Research, January 21 & 30, February 7, 11, 20, 1997.

CULTURAL FEAST

THANKS!

THANKS!

THANKS!

THANKS!

THANKS!

THANKS! THANKS!

thanks

THANKS!

THANKS!

Thanks!

THANKS!

To all library staff who attended the "Feast" last Tuesday, I am extremely delighted that you had the opportunity to share in this festive occasion! I have spoken to number of you who attended, and you have expressed such genuine and appreciative comments about the "Feast!" I also want to say thanks for your wonderful E-mail notes of support..

It seems with the enormous amount of food and sharing, we were able to fulfill our goal of making this occasion a very festive and educational experience. I have spoken to Dr. Pewewardy and he has also expressed having a wonderful time with the library staff.

To the Cultural Diversity Advisory Committee and the Sub-Committee members, a thousand times a thousand thanks for all of your hard work and support in making the "Cultural Feast" a wonderful success.

Thanks to:

Muriel Cook

Vickie Doll

Lin Fredricksen

Linda Hermes

Rich Crank

Gaele Gillespie

Sandy Gilliland

Lars Leon

A Special Thanks to the Cultural Feast Sub-Committee:

Kathy Clodfelter

Malcolm Lodwick

Malgorzata Stamm

Cynthia Rivera

Elzbieta Zygmunt

Victor Cordell

Al Mauler

Carmen Orth-Alfie

Lyn Wolz

A special thanks to all the people who volunteered their time on the day of the Feast because many hands and hearts were needed. I don't have all the names, but again, thanks!

If you have recommendations and/or ideas that you would like for us to consider for next year, please let me know.

*Johnnie Love,
Cultural Diversity Librarian*

KULSA Invitation

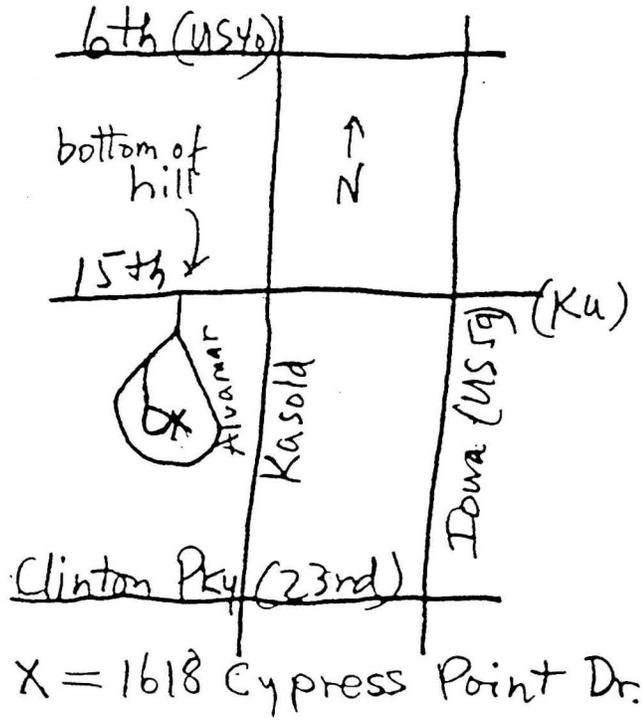
On Friday April 4th 5-7pm
you are invited to a

TGIF at the home of Bunker and Marilyn Clark,
1618 Cypress Point Drive (there's a map on the other side of this invitation)
park in the street or in the drive to the right of the house

Marilyn and Bunker will provide a variety of things to eat and drink
Please bring food/drink if you wish

Spouses, Significant Others & children are welcome

* * * * *



Marilyn + Bunker
Clark
842-6787

Classified Conference Executive Board
February 18, 1997

Present: Orth-Alfie (chair), Cook (chair-elect), Thompson (secretary), Dyal, Vernon, Holcomb, Swartz, Revenew

Chair's report:

Meeting with Marilu:

Position Updates:

The Head of Reference position is not closed yet. The Libraries are still recruiting candidates. Marilu explained in her meeting with Carmen that the Secretary II position in Special Collections was upgraded in the middle of the fiscal year due to the restructuring that occurred in that department during that time.

Classified Employee of the Year:

The names submitted to Marilu for the Classified Employee of the Year Selection Committee are Kendall Simmons, Jan Altenbernd, Karon Ballard, Ela Zygmunt, and Marilyn Hu. Marilu will contact LFA about the Librarian representative, and then Sandy will go about scheduling the meetings of the committee and making the announcements in FYI.

The Classified Employee of the Year plaque - MG will look into this

Old Business:

Janet distributed the most recent draft of the Classified Employee of the Year award review survey. She will attach a copy of the nomination form for informational purposes when she sends the surveys out.

Carmen said that there were concerns raised about the wording of the latest draft of the release-time policy and that she has presented these concerns to Marilu. If the policy statement is passed as it is currently worded, the Libraries will definitely need to issue an internal policy statement in order to ensure consistency in interpretation.

Committee Reports:

Personnel Committee, January -February minutes:

"The committee met several times during this period. We met once with Sandy Gilliland to discuss the issues of supervisor approval for taking classes and the LA series requirements. Sandy wrote us a memo on January 27th after talking with Human Resources and Marilu Goodyear.

"As regards the issue of LA series requirements, Sandy reports that the State updated the minimum qualifications sections of the specifications as a result of the new recruitment process. The latest version of the specs is dated December 1995 and no longer differentiates between library clerical and library technical experience. This eliminates one of our concerns. In addition, Sandy learned earlier that undergraduate and accredited distance learning education count towards the educational substitution. This reduces another concern.

"As regards the forms for gaining tuition assistance/release time, Sandy talked with Marilu Goodyear who, according to Sandy's memo, agrees that if a course is taken outside of the work schedule, the white library form does not need to be filled out. However, as the University is revising its class attendance policy, Marilu wants to hold off on any other library changes until that is in place.

"The committee received a copy of the draft class attendance/tuition assistance proposal that was sent to the Classified Senate by David Shulenburg for review and comment. The committee had concerns about several items. These concerns were listed in a memo to Thelma Simon, Chair of the Classified Senate. The concerns include wanting a definition for the phrase "convenient to Lawrence", a definition

of "undue hardship", a concern regarding why half-time staff have to work for 3 years before being eligible when a full-time staff person only has to be employed for 1 year, and a request for a change in punctuation to clarify the policy. We have had no response as yet."

The question was raised whether LEAP forms can be counted toward educational substitution in the LA series requirements. Carmen will pass this question along to the Personnel Committee.

Staff Development Committee:

"There are two teleconferences coming up that are being sponsored by SDC:

1. Friday, February 28, 11:00 - 2:30, Burge Union, Pioneer Room
"Dancing with Change: A reality check: electronic resources and services." Presented by Michael Gorman, Dean of Library Services at Henry Madden Library at California State University in Fresno. This teleconference is "targeted at library professionals and decision makers," but all interested staff are encouraged to attend.
2. Friday, March 14, 11:00 - 2:00, Strong Hall, room 336
Soaring to Excellence: "You and Technical Services" presented by Debra Wilcox Johnson. This one is "targeted at paraprofessional library staff", but open to all.

Staff interested in attending either teleconference should contact Al Mauler, Watson Cataloging."

Kristi announced that the travel forms are being revised to make applying for travel more straightforward. Although this results in an increased number of (beautifully color-coded) forms, it should make things easier for everyone concerned. SDC and the Admin. Office will meet soon to discuss the new forms and the intricacies of travel procedures in general.

Carmen reported on the recent Coordinating Council meetings:

A new task force is being formed to examine student-assistant recruitment and retention issues. The CCEB gave Carmen a list of names of classified staff for possible inclusion on this task force.

Announcements:

Corrie announced that she has accepted a new position in the Department of Medicinal Chemistry that begins March 10th.

Future Meetings:

Next meeting, March 18th.

Electronic Information Council
University of Kansas Libraries

Minutes of the February 26, 1997 Meeting
1:30-2:45 p.m. Watson Conference Room A

Present: Jim Neeley, Donna Koepp, Geoff Husic, Rich Ring, Faye Christenberry, Wes Hubert, George Gibbs, John Miller, Rachel Miller, Gordon Anderson, Mel DeSart

Absent: Marilu Goodyear (Chair); Bayliss Harsh

Note: Mel DeSart has replaced Kathleen Neeley in the seat for CDC Exec.

1. Budget Review:

Jim Neeley presented two possible budget balances which would be determined by decisions made by the Council in this meeting. Currently, the EIF has \$62,230 available for new uses. This figure can potentially be reduced to either \$38,879 or \$40,982, depending upon decisions made regarding BIP Global and Ulrich's, which may be converted to the ERL. All figures are based on database prices which are for a KU license agreements only (no Regents' cooperative agreements are reflected).

2. Books in Print and Ulrich's Recommendations:

- a) There was discussion over whether to cancel the LAN version of BIP w/Reviews in order to purchase either a LAN version of BIP Global (BIP Global includes Whitaker's but does NOT include the reviews that are available with our current LAN version) or an ERL version of BIP (non-Global). The LAN price of BIP Global (4 users) is \$8000, the ERL price of BIP non-Global is \$4402. (*An ERL version of BIP Global is not currently available, but will be in the coming year.) There was concern expressed over the number of simultaneous users that will be available on the ERL version (4). Currently, the LAN version of BIP w/Reviews allows 10 simultaneous users. It was suggested and agreed upon that we can start with the 4 users, then increase the number later if necessary. The Council agreed to recommend purchasing the ERL version of BIP. (*Note: Both Art and Reference intend to retain their print editions for at least one more year.)
- b) John Miller raised the question that funding may or may not be available half-way through the year if it is established that more access is needed. The question of establishing criteria (login failure percentages, for example) for determining the need for additional ports was briefly discussed, as well as the idea of establishing a contingency fund that would be set aside especially for increasing access to the ERL databases.

c) There was a similar, but much more brief discussion over purchasing the ERL version of Ulrich's. The LAN version (5 users) would cost \$2678, versus the ERL version (4 users) at a cost of \$1701. It was decided that the Council would recommend purchasing a four-user subscription to Ulrich's for the ERL. (*Note: Periodicals and Reference intend to retain their print editions of Ulrich's for at least one more year. Retrieval Services will retain one of their two print copies for at least one more year.)

3. ERL Conversions, continued:

There were seven remaining databases which the committee had not determined whether to keep on the LAN or convert to the ERL: EAI (abstracts only); PsycLIT (to PsycINFO); Newspaper Abstracts; ABI/Inform; Biological Abstracts; Dissertation Abstracts; and Encyclopedia of Associations. In almost every case, a conversion to ERL involves an additional surcharge which allows access for the Regents Center. Jim had created a chart with breakdowns of these surcharges for four databases (EAI, Newspaper Abstracts, Dissertation Abstracts, and Encyclopedia of Associations) by location--Lawrence, Regents Center, Lawrence + RC.

After much discussion, the Council agreed to recommend converting the following databases to the ERL: PsycLIT(to PsycINFO); ABI/Inform.

The following databases were not recommended to be converted to ERL: Encyclopedia of Associations; Dissertation Abstracts.

Consideration of Biological Abstracts and Newspaper Abstracts was deferred to the next meeting. Due to the high surcharge for converting BA to the ERL, it was suggested that Science be approached to contribute some of the money needed to make the conversion.

Due to an additional \$5,700 surcharge to make EAI available at the Regents Center, the Council was against providing funding for RC access. However, the final decision on EAI was tabled temporarily for the following reasons: 1.) Not as much of a backfile available with the EAI version—should we try to negotiate with IAC on obtaining backfiles of older information? 2.) Questions about our plans to access the Wilson databases through the Regents Cooperative effort. 3.) Uncertainty about Regents Center plans for a general database.

4. Preparations for Round 2 Deliberations:

The Council ran out of time and did not discuss this item on the agenda.

LFA Exec Minutes for March 3, 1997.

Present: B. Schulte, G. Gibbs, J. Girardo, K. Lohrentz, C. Pierard, M. DeSart.

Absent: B. Schaffner.

Minutes.

Staff Development Committee minutes for Jan. 21, Feb. 4, Feb. 11, and Feb. 18 were reviewed.

Planning & Resources Committee minutes for Jan. 23 and Jan. 29-30 were reviewed.

LFA Ad Hoc Committee on Research minutes for Jan. 21, Jan. 30, Feb. 2, and Feb. 20 were reviewed. Minutes of the open meeting held on Feb. 11 by the Ad Hoc Committee on Research on Feb. 11 were also reviewed.

LFA Exec minutes for Feb. 10 were revised and approved.

Ad Hoc Committee on Research.

Becky reported for Brad that the committee has drafted the code change that will be required to set up a permanent research committee. They are also working on guidelines for the distribution of the \$2,500 which Bill has identified for costs associated with faculty research. The committee's report should be completed by mid-April.

Nominating and Ballot Committee Report.

Exec began a review of the N&B report on its procedures, dated Sept. 10, 1996. The report was briefly discussed, and Becky asked that we keep thinking about the issues which it presents. Exec will meet with the Nominating and Ballot Committee on March 31 or April 7 to discuss the report further.

LCPT Election.

Results of the LCPT LIII election have been announced. Bill Mitchell was elected to fill the vacancy created by the retirement of Gene Carvalho.

Graduate Research Fund.

Becky will send out a reminder about the General Research Fund competition. The deadline for submission of applications is March 17. Exec will serve as the review committee this year; a meeting for this purpose is planned for March 24. Exec's recommendations must be in to Bill and Marilu by April 4.

Library Faculty Mentoring Plan.

Exec discussed the mentoring plan that Becky had distributed before the meeting. Responses included the following comments:

- It includes more information of an administrative nature and less on faculty mentoring.
- It should have more information on the supervisor's involvement and on the role of the research committee.
- It may need an introduction with emphasis placed on institutional priorities.
- It looks more like a list, and less like a rationalized plan.

Becky will forward these suggestions on to the Administration.

LFA Agenda for March-June 1997.

Becky listed an agenda of items remaining for LFA Exec to consider during the remaining months of our term. They include the following:

- Review of Nominating and Ballot procedures.
- Evaluation of GRF applications.
- Election of officers for the coming year, to be held probably in April.
- Another LFA general meeting to deal with the proposed code change for establishing a Research Committee and reports from the various standing committees.
- Special charges to standing committees.

Next LFA Exec meeting is scheduled for March 24.

Submitted by Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
January 21, 1997

Present: Deborah Dandridge, Kristi Cook, Evelyn Constance Powell, Vickie Doll, Al Mauler, Vic Cardell

Absent: Sandy Gilliland

Minutes: The minutes were read and approved as written.

Travel: There were no travel requests.

Programs: The program entitled *Caring for Aging Parents* was well attended and well received. Al will assemble the information from the staff evaluations and give it to Deborah. Deborah will send this evaluation information to Dr. Born along with a thank-you note for his presentation.

Al is continuing to work on the videoconferencing series. He is in the process of notifying the NEKLS libraries. Sandy Gilliland will send out the individual notices and registration forms to library staff. The first videoconference will take place on February 14th.

Vickie reported on Kriza Jennings' upcoming site-visit which will take place on January 30 and 31st. Current plans call for the program registration to go through Sandra of the Administrative Office. Al plans to videotape both of the open sessions.

Other Business: Deborah shared a tape supplied by Marilu Goodyear entitled *Changing Role - Information Resources Professional*. This will be stored with the other library staff resources. The Committee decided to make a list of all the library resources currently available to library staff. This will be an ongoing project directed by Al.

The meeting of SDC with Marilu Goodyear and the other administrative staff concerned with the new travel procedures will be held on February 4th. Unfortunately Deborah will be out of town. We will work on preparing a list of questions for this meeting. A discussion followed of the types of questions we might ask.

Vic reported that CCMC (Consortium of College and University Media Centers) had produced multimedia fair use guidelines. Although these guidelines are not accepted by ALA, they can still act as guides which may help in deciding the fair use of multimedia. Librarians interested in attending the videoconference on February 27th on the guidelines should call Media Services at extension 3352 to register.

The meeting adjourned at 10:15 am.

Evelyn Constance Powell

Minutes
Staff Development Committee
February 4, 1996

Present: Al Mauler, Evelyn Constance Powell, Vickie Doll, Sandy Gilliland

Absent: Deborah Dandridge, Chair, Vic Cardell, Kristi Cook

Guests: Nancy Jaeger, JoNell Proctor, Denise Swartz, Associate Dean Marilu Goodyear

The meeting was called to order at 9:15 am. This meeting was scheduled with the Administrative Staff to review the new library travel guidelines.

The new guidelines will consist of four pages. The first page is an explanatory sheet. The second page is the request form for staff development funds. The third page is the request form for administrative funds. The last page is a travel reimbursement request form.

The explanatory sheet will assist the traveller in deciding whether the trip is administrative in nature, such as a trip requested by the Library Administration; or whether it is professional development in nature, such as a trip to attend or participate in a conference, workshop or seminar for the purpose of improving one's professional expertise. The explanatory sheet will include advice and tips to the traveller, for example a reminder to keep receipts. After reading the explanatory sheet, the traveller will fill out the administrative form or staff development form as appropriate. In either case, once the request has been approved, the traveller will be sent a travel reimbursement request form. To fill out this form the traveller will be required to contact the Travel Center for airline reservations, lodging or car rental if he or she expects to be reimbursed.

It was emphasized that the traveller should follow all the directions carefully and should fill out each of the forms completely and submit them on time. The Staff Development Committee will expect a completed form to be submitted two months before the trip. This will allow them to complete their work and get the form to Denise Swartz one month before the trip. Administrative travel reimbursement forms should be submitted to Denise Swartz one month before the trip.

It was suggested that the various forms be color-coded for ease of use. Also, a general library seminar will be arranged to present these new travel forms to all library staff.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Minutes
Staff Development Committee
February 11, 1997

Present: Deborah Dandridge, Kristi Cook, Evelyn Constance Powell, Vickie Doll, Vic Cardell
Absent: Sandy Gilliland, Al Mauler

Minutes: The minutes of the previous meeting were read. Since we had visitors at the last meeting, copies of the draft minutes are being distributed to the visitors from the Administrative Office for their approval. After Administrative approval, these minutes will be read corrected and approved by SDC.

Programs: Because of Al's absence due to a death in his family, Kristi will handle the first *Soaring to Excellence* program. Kristi will send an e-mail announcement calling for registrations. Sandy will set up the room and equipment starting at 10:00 am. The showing will take place from 11:00 am to 2:00 pm with a break from 12:15 to 12:45.

The Committee has received a flyer about another program entitled *The Future for Librarians*. It costs \$300.00 and is sponsored by many library/information organizations including Lexis/Nexis and the Medical Library Association. Due to the high cost and the specialized focus, the SDC decided not to sponsor this program. However copies of the flyer will be forwarded to the KU Law Library and the KU Medical Center Library.

Travel: There was some discussion of the new travel request form packet. Since this packet is undergoing many changes, a full discussion of the new packet has been put off until next week, when we will have the new packets in hand.

There was a discussion of the difference between staff training which is the Library Administration's responsibility and conferences and seminars for general staff improvement which is the Staff Development Committee's responsibility.

The meeting adjourned at 10:15.

Evelyn Constance Powell

Minutes
Staff Development Committee
February 18, 1997

Present: Deborah Dandridge, Vickie Doll, Al Mauler, Kristi Cook, Sandy Gilliland, Vic Cardell

Absent: Evelyn Constance Powell

Guest: Denise Swartz

1. **Discussion of Travel forms:** The SDC reviewed the travel forms and cover letter developed by the Administrative staff and offered a few suggestions and many compliments. Copies of the forms will be sent to all staff; the new forms should be used for all future travel requests. Staff are asked to comment on the clarity and ease of use of the forms—they will be revised as needed. Seminars on travel requests will be presented by Nancy, Denise and Jo Nell as soon as they can be scheduled.
2. **Travel requests:** There were no new travel requests. A request, previously approved by the SDC, from Nancy Burich to attend ALA MidWinter February 14-17 in Washington, D.C. was announced.
3. **Soaring to Excellence, Session I:** Kristi had collected the evaluation forms in Al's absence and reported that the comments seemed generally favorable. Approximately 18 attended, all but one (from Lawrence Public Library) from KU. Gene Wee (Kansas Union) apologized for the poor quality of the sound and suggested arranging for speakers from TeleCom, but those who had attended did not think that the sound was too bad. Sandy will check further if other equipment should be on hand.
4. **Evaluation Form:** Al distributed the results of the evaluations of the "Work and Family: Caring for Aging Parents" program (January 8, 1997). Deborah will pass on the results to Professor David Born along with the thanks of the SDC.
5. **Miscellaneous:** The question was raised about the 2 share per annum maximum on workshop awards. Does funding for travel to a workshop count toward the maximum? The SDC decided that the 2 share maximum applied only to funds awarded for workshop registration(s) and does not apply to travel funds.

The meeting adjourned at 10:15.

Submitted by Al Mauler

Planning & Resources Committee Meeting Minutes

January 23, 1997, 10:00-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen, S. Hewitt, N. Jaeger
Guest: Marilu Goodyear

The minutes of the January 16, 1997, meeting were amended and approved.

Library task force on student wage rates

In response to Marilu Goodyear's request last week that the PRC suggest candidates for a task force to study the minimum wage increase for student assistants, we drew up a slate of several candidates. Judith will forward this slate to Marilu for her action.

Marilu Goodyear joined us at this point to discuss the background and imperatives for this task force.

She referred to the work done by two previous task forces, noting that their work had been thorough and well done. At the current time, however, the Library needs a new set of guidelines on student wage rates to deal with a situation which differs markedly from the past several years.

The mandated FY 1997 and FY 1998 increases in the federal minimum wage have created significant gaps in the student-wage budget, which will be very hard to fill from existing and expected or realistically hoped for funding increases from the State Legislature. In a nutshell, the old wage-rate structure cannot be maintained under current circumstances; it must be changed.

The task force membership, Marilu explained, should consist of staff who hire and supervise students, one or more department heads, and supervisors from different libraries. The task force should re-visit all the issues relating to student employment, for example, recruiting, the work-study situation, efficiency in payroll processing, and the size of the student work-force.

Departmental resource reports

Open meeting times:

Tuesday, Feb 4th	3:30-4:30	Watson Conf. Room A
Wednesday, Feb 5th	3:30-4:30	Watson Conf. Rooms A&B

Marilu will begin by briefly discussing in general terms the Administration's priorities; most of the meeting will be devoted to comments, observations, and discussion of the reports. She hopes to get a consensus not only on which issues should be spoken to, but also in what priority.

Looking further ahead, Marilu noted that in these times of major equipment upgrades and systems replacement staff re-allocation is a very important topic. She feels that the Library needs a new comprehensive strategic plan "to drive budget allocations." Before a new strategic plan can be drawn up, though, Virtua must first be implemented.

The previous strategic plan has been fulfilled; a new plan must be developed. Soon after the resource-report project has been completed Marilu would like to move right along to a discussion of strategic-planning issues.

Next meeting

Wednesday, January 29, 1997, 10:30 am in Watson Library.

Gordon Anderson, Secretary
Planning & Resources Committee

**Planning & Resources Committee
Meeting Minutes**

January 29 & 30, 1997, 10:30-12:00 am

Present: M. Alexander, G. Anderson, V. Doll, J. Emde, S. Hewitt, N. Jaeger

The minutes of the January 23, 1997, meeting were reviewed.

Departmental resource reports

These two meetings were devoted entirely to reviewing all the units' reports and drafting a summary report to be distributed to Library staff.

All unit reports except two had been received by Wednesday's meeting. We reviewed each other's work in analyzing the sections assigned. Some members had revised previous work, which hence replaced earlier drafts. Judith will format all the sections together on one disc and distribute a copy to each member.

Members will then have until Monday (Feb. 3), 8:30 am, to make changes before the final draft goes out to Library faculty and staff.

The open meetings are scheduled for Tuesday, Feb. 4 and Wednesday, Feb. 5, 3:30-4:30 pm, in Watson Conference Room A (+B on Wednesday).

Next PRC meeting

Thursday, February 13, 1997, 10:30 am at Sue's office, Anschutz Science Library.

Gordon Anderson, Secretary
Planning & Resources Committee

LFA Ad Hoc Committee on Research

Minutes

1/21/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Schaffner led discussion on the charge LFA issued to the *Ad Hoc* Committee on Research. He then presented a policy document from the University of Illinois for their Library's Research and Publication Committee. The committee agreed to try and secure similar policy statements from other university libraries.

The committee will hold a general meeting for all LFA members, inviting them to discuss what role they feel the committee should play. Based on information gained from this meeting the *Ad Hoc* Committee on Research will draft a proposal for LFA. The general meeting is scheduled for 10:30–12:00 on Tuesday, February 11, 1997.

Next meeting is scheduled for 10:30 on Thursday, January 30, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

1/30/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Schaffner issued a call for comments on what LFA members felt the Committee on Research should be charged to do, and the committee reviewed the comments he had received.

Discussed plans for conducting the open meeting. Schaffner agreed to prepare a list of the questions and comments that were sent to him prior to the meeting.

There was discussion on how the Committee on Research would interact with the current LFA evaluative committees of CESR and LCPT.

Next meeting is scheduled for 10:30 on February 7, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

2/7/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Finalized plans for the open meeting. There will be an effort to keep the discussion focused on what the new committee should do rather than on whether or not librarians need to do research.

Discussed the logistics of the committee. There was concern that some of the most practical, information gathering and distribution activities that LFA members want the Committee on Research to perform will be difficult for a committee to do well. It was discussed that it would be ideal to assign some of these tasks to a staff member as part of their job assignment.

Next meeting will be held following the open meeting at 10:30 on February 11, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

2/20/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Reviewed minutes from previous meetings and from the open meeting.

Neeley reported on the open meeting she attended which was held by the University to allow discussion of the reports issued concerning the new research foundation.

Following is an outline of proposed duties which the *Ad Hoc* Committee feels should be assigned to the Committee on Research:

- Oversee distribution of the \$2,500 Dean Crowe has set aside to aid in scholarly activities.
- Oversee distribution of General Research Funds assigned to the Libraries.
- Create a "Scholarly Activity Handbook."
- Hold research forums to allow LFA members to present research.
- Facilitate mentoring.
- Promote opportunities for scholarly activities.
- Track and report on scholar accomplishments.
- Work with newly established research/grant coordinator on research funding issues.
- Organize sessions (e.g., brown bag lunches) to facilitate informal discussion among peers about scholarly activities in progress.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes from Open Meeting

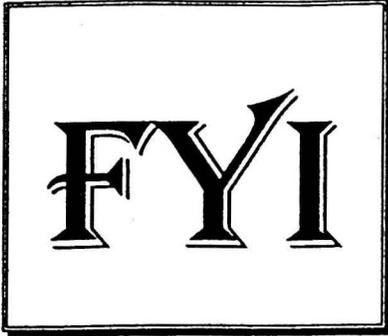
2/11/97

An open meeting was held by the LFA *Ad Hoc* Committee on Research to gain feedback on what LFA members wanted in a Research Committee. Schaffner began the discussion by explaining that the decision had been reached that a Research Committee was needed. He also clarified that the charge of the *Ad Hoc* Committee was to prepare a draft charge under which the Research Committee will operate.

There was lively discussion among attending LFA members concerning what the Research Committee should be charged to do. A summary of the suggested duties follows:

- Assume responsibility for the distribution of General Research Funds as well as the \$2,500 that Dean Crowe has set aside to assist research.
- Act as a clearing house for information on available funding sources, possible research topics, and university personnel who can provide expert assistance in research (e.g., statistical expertise).
- Announce upcoming library related conferences and when they issue calls for papers.
- Create a database of individuals in the Libraries who are willing to mentor and/or co-author with those who need help with their research.
- Create a manual/document clearly outlining what is considered acceptable scholarly activities.
- Organize informal discussions where people can discuss their research projects and get early feedback from their peers.
- Organize formal presentation situations where LFA members can present papers that will provide constructive peer review that will help the presenter fine tune the paper for scholarly presentation or publication.

—Recorded by Brian Baird



The University of Kansas Libraries

Number 1395

March 27, 1997

*** DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS ***

Mel DeSart Promoted . . .

I am pleased to announce that Chancellor Hemenway has approved the University Committee on Promotion and Tenure's recommendation that Mel DeSart be awarded tenure and promoted to the rank of Librarian II, effective with his 1997-98 appointment.

All of us extend Mel congratulations and appreciation for his accomplishments and service properly recognized by his promotion in rank.

As the Provost wrote to Mel...

"The tenure decision is the most important one which can be made regarding the status of any faculty member. It means that, in the judgment of your colleagues, a temporary status should be made permanent. It also means that, in their evaluation, you are a colleague with whom they wish to have an enduring association and who will contribute substantially to the continued progress of our University. You should properly take considerable pride in this decision. I hope that the promotion will lead to many future productive and enjoyable years for you at KU."

We will formally recognize Mel's achievement at this fall's recognition reception, and I know that in the meantime many of us will convey our individual congratulations to him.

W.J. Crowe

UPCOMING INSTRUCTION WORKSHOP

The Libraries Instruction Council (LIC) has been charged with developing a vision, mission and goals for library instruction at KU. While working on our charge, one of the key points we identified was the need for greater communication among library staff involved with instruction.

Although our Instruction Plan is not slated to go before the Coordinating Council until April 16, we wanted to try to begin some work in this area. The following workshop announcement marks the first in what the LIC hopes will become an ongoing series of forums designed to support library staff involved with teaching.

The LIC will be sponsoring a workshop on classroom management skills on April 15, 1997 from 10-12am in Watson Conference Rooms A&B. Key teaching challenges which will be addressed include:

working effectively with teaching faculty and staff, deciding how much to teach, and teaching in less-than-ideal instructional spaces. The workshop is designed for all library staff with an interest in, or involvement with, instruction. Please reserve a spot on your calendar for this noteworthy event (more detailed information concerning speakers, registration, etc., will be provided in FYI and via e-mail -- stay tuned).
Lorrie Knox

ATTACHMENTS

Memos from Provost regarding "Whistleblower" Act and Policy on Stationery and Business Cards;
Minutes: LFA Exec, 3/17/97; PRC, 2/13 & 3/6/97; PRC Opening Meetings on FY '98 Budget
Priorities, 2/4/2/5/97; LCPT, Fall Semester, 1996; KULSA Rice and Bean Lunch Invitation

The University of Kansas

Office of the Provost

12 March 1997

TO: University Administrators

FROM: David E. Shulenburg, Provost

At the January meeting, the Board of Regents adopted the "Whistleblower" Act (K.S.A. 1995 Supp. 75-2973) as Regents' policy. This act sets forth the right of state employees to discuss the operations of a state agency with any member of the legislature and the right to report any violation of state or federal law or rules and regulations to any person, agency or organization without retaliation.

Each institution has been asked by the Board to post prominently a copy of the act where it can reasonably be expected to come to the attention of all employees of the institution. Accordingly, with this memo, I am forwarding to you the text of the act, and requesting that you post it in a place where it can be seen by all.

Thank you for your attention.

WHISTLEBLOWER POLICY

75.2973 Communications by state employees with legislators, legislative committees and others; prohibiting certain acts by supervisors and appointing authorities; appeal to state civil service board, posting copy of act; disciplinary action defined; officers and employees in unclassified service may bring civil action for relief.

(a) No supervisor or appointing authority of any state agency shall prohibit any employee of the agency from discussing the operations of the agency, either specifically or generally, with any member of the legislature.

(b) No supervisor or appointing authority of any state agency shall:

(1) Prohibit any employee of the agency from reporting any violation of state or federal law or rules and regulations to any person, agency or organization; or

(2) require any such employee to give notice to the supervisor or appointing authority prior to making any such report.

(c) This section shall not be construed as.

(1) Prohibiting a supervisor or appointing authority from requiring that an employee inform the supervisor or appointing authority as to legislative requests for information to the agency or the substance of testimony made, or to be made, by the employee to legislators on behalf of the agency;

(2) permitting an employee to leave the employee's assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to leaves, unless the employee is requested by a legislator or legislative committee to appear before a legislative committee;

(3) authorizing an employee to represent the employee's personal opinions as the opinions of a state agency; or

(4) prohibiting disciplinary action of an employee who discloses information which: (A) The employee knows to be false or which the employee discloses with reckless disregard for its truth or falsity, (B) the employee knows to be exempt from required disclosure under the open records act or (C) is confidential under any other provision of law.

(d) Any officer or employee who is in the classified service and has permanent status under the Kansas civil service act may appeal to the state civil service board whenever the officer or employee alleges that disciplinary action was taken against the officer or employee in violation of this act or in any court of law or administrative hearing. The appeal shall be filed within 30 days of the alleged disciplinary action. Procedures governing the appeal shall be in accordance with subsections (f) and (g) of K.S.A. 75-2949 and amendments thereto and K.S.A. 75-2929d through 75-2929g and amendments thereto. If the board finds that disciplinary action taken was unreasonable, the board shall modify or reverse the agency's action and order such relief for the employee as the board considers appropriate. If the board finds a violation of this act, it may require as a penalty that the violator be suspended on leave without pay for not more than 30 days or, in cases of willful or repeated violations, may require that the violator forfeit the violator's position as a state officer or employee and disqualify the violator for appointment to or employment as a state officer or employee for a period of not more than two years. The decision of the board in such cases may be appealed by any party pursuant to law.

(e) Each state agency shall prominently post a copy of this act in locations where it can reasonably be expected to come to the attention of all employees of the agency.

(f) As used in this section "disciplinary action" means any dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work.

(g) Any officer or employee who is in the unclassified service who alleges that disciplinary action has been taken against such officer or employee in violation of this section may bring a civil action for appropriate injunctive relief, or actual damages, or both within 90 days after the occurrence of the alleged violation. A court, in rendering a judgment in an action brought pursuant to this act, shall order, as the court considers appropriate, reinstatement of the officer or employee, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. A court may also award such officer or employee all or a portion of the costs of litigation, including reasonable attorney fees and witness fees.

The University of Kansas

Office of the Provost

Memorandum

TO: Deans, Directors, and Chairpersons
FROM: David E. Shulenburg^{er}, Provost
CC: Chancellor Hemenway, EVC Hagen
DATE: 17 March 1997
RE: Policy on Stationery and Business Cards

I enclose a copy of a new policy statement on university stationery and business cards for the Lawrence campus. This policy takes effect immediately. The April 18th edition of The Oread will contain samples of the styles of letterhead and business cards.

The original impetus for developing a policy was the work of the task force that made recommendations to the Chancellor last year about the administrative structure of the Lawrence campus. That group also suggested that we look closely at the potential benefits of re-engineering many parts of our operations, including practices related to stationery and business cards.

This issue has moved to the fore because of the impending change in the telephone area code for the Lawrence area, a change which will necessitate re-issuing over the next year all print and electronic publications in which the 913 area code appears.

The transition to the new area code (785 in place of 913) will begin on July 20, 1997. Through at least June 30, 1998, BOTH area codes will be functional. Note that this change will not affect either the Medical Center or the Edwards Campus, both of which will retain the 913 area code.

Anticipating the need for units to plan for this change and for the Printing Service to be able to respond in good time, University Relations and the Printing Service prepared a draft proposal based on the 1995/96 re-engineering suggestions. I shared that proposal with the Provost's Council, which represents all academic and administrative areas of the campus, and asked for suggestions and comments, many of which were incorporated. It also has been reviewed by the Lawrence Campus Operations Group and by the Chancellor.

Attachment

Official Stationery and Business Cards for the University of Kansas Lawrence campus

All units of the university on the Lawrence campus are asked to follow university graphic and printing standards for all stationery and business cards. Exceptions to the policy must be approved by the Office of the Provost.

Rationale

Letterhead, business cards, and other stationery items are among the most basic tools the university uses to communicate with the public. Standard formats for official university stationery and business cards

- enable the university to project a clearer, consistent public image
- help the university incorporate the new telephone area code on all stationery at the Lawrence campus with minimum disruption, beginning on July 20, 1997
- support university trademark licensing regulations
- avoid at least \$150,000 in printing costs over five years by standardizing set-up arrangements, stocking paper of consistent color, etc.

Guidelines

- Units may choose from three related styles of official letterhead and two styles of business cards.
- "The University of Kansas" logotype on approved styles establishes the university's official name; it is the dominant element on all items.
- The only other logos allowed in conjunction with the logotype name of the university are either the Jayhawk or the university seal.
- Ink colors are consistent with those specified by Jayhawk trademark guidelines.
- White paper only will be used for stationery and business cards.
- Units that have their own logos, symbols, or designs may use them on discrete publications but not on university stationery or business cards.
- Names of individuals will not be printed on letterhead.
- The official formats can accommodate a wide variety of titles, addresses and numbers for e-mail, World Wide Web, V/TDD, fax, etc. Printing Services and University Relations will work to accommodate units with special needs.
- All stationery and business cards must be ordered through KU Printing Services to ensure the consistency of production standards.
- Exceptions to this policy must be in writing by the Office of the Provost.
- State funds may not be used to produce stationery or business cards not approved by the Office of the Provost.

Policy Phase-in

- University Relations and Printing Services will distribute order forms and instruction packets to the campus by late May.
- Printing Services will produce stocks of the new formats during June.
- To avoid waste, offices will be encouraged to use up existing stocks. (The new area code has at least a one-year grace period during which either 913 or 785 can be used.)

page 2

- Letterhead and business cards with the new 785 area code will be delivered in advance of the July 20 start-up of the new area code, but with a prominent sticker or flyer on the package cautioning against use before the area code takes effect. Printing Services will accommodate units in need of stationery before then. However, no long-term supplies of nonstandard stationery or business cards will be printed.
- Printing Services will accept and initiate orders for the new stationery from either FY 97 or FY 98 vouchers.
- Templates of the new stationery formats will be available on disk and on KUfacts for units that want to laser print letterhead.

Exceptions

- Some units, such as the Lied Center, Spencer Museum of Art, and Kansas University Athletic Association, maintain strong, distinct public identities because of the nature of their public outreach or missions and have been granted exceptions to this policy. (The Kansas University Endowment Association and Kansas University Alumni Association are not covered by this policy.)
- The Office of the Provost will maintain a list of units granted exceptions to the policy. The list will be provided to Printing Services.
- Requests and rationale for other exceptions must be submitted in writing through channels to the Office of the Provost well in advance of a printing project that proposes to depart from standards. Printing Services must receive notification from the Office of the Provost before printing stationery or business cards that do not conform to these standards.

Approved 17 March 1997

LFA Exec minutes for March 17, 1997.

Present: B. Schulte, M. DeSart, C. Pierard, B. Schaffner, K. Lohrentz, G. Gibbs.

Absent: J. Girardo.

Minutes.

LFA Exec minutes for March 3 were revised and approved.

Staff Development Committee minutes for Feb. 25 were reviewed.

Planning & Resources Committee minutes for the open meetings on FY 1998 Library Budget Priorities were reviewed. Questions were referred back to PRC.

General Research Fund proposals.

GRF proposals are due in the administrative office on Wednesday, March 19. The deadline was extended from March 17 because the budget pages were not included in the original application materials. Cindy will pick up the applications on Thursday and distribute them to Exec members not submitting an application.

Classified Employee of the Year.

One Librarian serves on the committee to recommend a recipient of the Classified Employee of the Year award. The names of two nominees to serve on the committee were identified and will be submitted to the Dean.

CESR Ratings.

There was a discussion of feedback on CESR ratings for CY1996.

Senate Library Committee.

Becky announced that the SLC will be meeting tomorrow [i.e., March. 18]. The agenda includes consideration of the Committee's annual report.

Next LFA Exec meeting will be held Monday, March 24 to review the GRF proposals. Exec will meet March 31 with Nominating and Ballot Committee.

Submitted by Ken Lohrentz, LFA Secretary.

Planning & Resources Committee Meeting Minutes

February 13, 1997, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen, S. Hewitt

The minutes of the January 23, 1997, and January 29 & 30, 1997, meetings were reviewed and approved.

Open meetings on departmental resource reports

We reviewed our notes from the two meetings. We will combine the notes from both days' meetings into one set which will be published in *FYI*.

We discussed the proceedings of this year's departmental resource-report project and assessed its significance. Library unit heads had responded positively regarding the Committee's summary report.

The Committee felt that the open meetings were useful, that they were a chance for staff to get further information from the administration regarding budget priorities. Several members felt that the meeting times (later in the afternoon) were not the most conducive to large staff attendance. Part of this situation can be attributed to the short lead-time for scheduling.

Not all unit heads or relevant committee chairs were aware that they should write a report, hence a few reports came in at the last minute (but were equally considered by the Committee). We agreed that in future we should, before we issue such a call for reports, recommend a list of all persons who need to be notified that this will be asked of them.

We were all positively surprised by the high degree of consensus among unit heads regarding the kinds of needs they felt were of highest priority.

We should be ready to call another open meeting when the final FY 1998 budget comes back to the Libraries from Strong Hall. This will probably happen late in the spring. In our call for an open meeting we should also make it clear that every one is invited and encouraged to attend. An *FYI* announcement should be part of this procedure.

Future tasks

Dean Crowe and Matt Bovee have prepared a slide presentation on Library space needs and have presented same to the Provost. We would like to have a Library-wide meeting with Bill and Matt to hear this important presentation. Some time after spring break would be appropriate. The issue of space planning has been delegated to the Task Force on Library Space; hence it may not be necessary for the PRC to take it up as well.

Earlier there was mention of a need for another round of strategic planning. We feel that first we should examine the current strategic plan and investigate the extent to which it has been fulfilled. Last year's PRC committee had monitored progress of the plan and had reported. We will thus go over that review and the plan itself, evaluate the progress made on the plan, and prescribe any further action we feel might be needed.

Next meeting

Thursday, March 6, 1997, 10:30 am in Anschutz Science Library conference.

Gordon Anderson, Secretary
Planning & Resources Committee

Planning & Resources Committee

Open meetings on FY 1998 Library budget priorities

February 4 & 5, 1997, 3:30 - 4:30 pm
Watson Library Conference Rooms A & B

The Planning & Resources Committee sponsored two meetings at which Library staff could discuss with Marilu Goodyear the recently completed Library unit budget-priority reports for FY 1998. Approximately twenty persons attended each meeting, including Marilu Goodyear and members of the PRC.

Judith Emde, chair of the PRC, presided over these meetings. After brief opening remarks and an outline of the meeting's format she turned the meeting over to Marilu Goodyear. Marilu in turn gave a brief outline of the Library administration's top budget priorities for FY 1998 and then entertained questions and discussion from the members present. What follows is a summary of the questions raised and issues discussed at both meetings. Several questions/topics were raised at each but are mentioned only once in these notes.

In her opening remarks Marilu said that she is here to listen and take notes. She is seeking staff input into her and Bill's final budget document due in one week in the Provost's office. The Library has multiple priorities and must rank them, based in part on the reports from the unit heads and from the comments of all staff.

In their request to Provost Shulenburg, Deans Crowe and Goodyear tentatively have ranked Library funding priorities for FY 1998 as follows:

1. Staffing
 - a. Student wages --filling in the minimum-wage gap.
 - b. Positions -- most unit heads know what is proposed for their respective areas. The specifics are discussed in confidential documents attached to the Deans' request.
2. Salaries -- with detailed reports on the KU Libraries' poor ranking (83%) among peers. The Libraries need between \$5000 and \$7000 per position to achieve parity. This gap is a drag on recruitment efforts.
3. Equipment. This request includes equipment for the new Music Library and shelving for Budig Hall and the Art & Architecture Library. A separate proposal on addressing space needs, both for Budig Hall and for other areas, has already been submitted.
4. Collections. The Library is asking for funding basically to cover inflation (8%).

Comments from the attendees (Marilu's response is noted by a hyphen [-]) followed:

Where does Retrocon fall among these priorities? Where does it get emphasized? Many folks stress the importance of finishing it as soon as possible.

The priorities listed above reflect the reports quite well. The Planning & Resources Committee deserves our thanks for their good, fast work.

There is a close link between the size of salaries and the level of staffing. Is this a win-lose situation? Or looked at another way, which is the better use of money and resources: to pay existing, trained staff more or to hire inexperienced, lower-wage staff to help out?

Many feel that at this point in time classified positions should get more attention over student-hourly positions.

- Compared to other *KU peer* ARL libraries, we are low on classified staff: forty positions fewer than at our peer libraries. These data are nothing new, but after having gone through reallocation and restructuring from the top down there may be more among the University administrators and among the regents who are receptive to redressing some of these staff inadequacies. The climate now may be more favorable, in other words: the dust has settled, and we have shown that we manage our resources well.

One participant feels it is time to press hard -- very hard -- for salary increases.

- The University will push harder in the coming few years.

Regarding priority number four, at least one bibliographer feels tired of asking for more acquisitions money. The magnitude of the loss in acquisitions funding is such that it cannot be made up by state-funded increases. The faculty's voice is important and necessary to this task.

On the other hand, for the Library to let up on the acquisitions-budget inadequacies would send the wrong message to our clients. While maintaining this as a high priority, at the same time, we need to emphasize to our users that these are their collections, and faculty and students need to voice their concerns to those who make decisions.

There must be balance in the system between acquisitions and staffing, and the system is currently out of balance.

- Based on the discussion so far, Marilu is considering changing priority number three from equipment to space, because this is actually an issues of shelving and preserving the collections. She further noted that there are many good ideas in the "Creativity and Entrepreneurship" section; some have already been put forth to other regents institutions. Extramural cooperation with the Heckman binding contract and co-development with VTLS are two good examples of creativity and entrepreneurship. The Slavic "in-source" cataloging project is another idea being seriously pursued. Fundraising, regrettably, fell victim to Bill's new job.

One member commented on the need to find new revenue streams.

- There are bureaucratic impediments to independent sources of revenue, but the Provost is on record as helping those who help themselves.

- Regarding the student-wage gap (the need to fund the mandated minimum-wage increase), \$120,000, plus longevity increases, are needed. In the Deans' request to the Provost, Marilu wants to emphasize the long training times needed and the extra work these impose on full-time staff.

- The version of the Deans' report sent to the Senate Libraries Committee will be shared with the Library staff.

One participant expressed concern that some units, for example, the rare books/manuscripts division, which will see several retirements in the next few years. The Library should make it a high priority to have their replacements hired and trained before the seniors leave. Virtua will have a tremendous impact on rare books & manuscripts librarianship. How do we pass on the knowledge which each of these persons has, the historical memory, to their successors?

It was observed that the cost of meeting the gap in student wages is, by itself, daunting. Some participants expressed concern that we rely heavily on student assistants, and the frequent turnover and long training periods command extra staff time. Should we be so reliant on students? We should give staff positions priority over student positions (after factoring in the minimum-wage increases). In cataloging, for example, training students costs a lot of time.

- Converting a portion of the student budget back to classified positions would take 40% more money.

While many agree with the priority of permanent over student positions, others feel that their units cannot afford a reduction in the current number of student hours. Some units are virtually run by students. Also, how would the University react to this, as the Library is a big employer of students. Wouldn't this be bad public relations?

- The number of student employees has risen sharply in the past two years. We could justify reducing the number of student positions as a return to the *status quo ante*. Marilu expressed confidence that reliable data already gathered show a serious situation in all areas of the Library. Thus, our priorities won't imply that some areas are less important than others.

What are our prospects for getting what we want on this list?

- The University is pushing hard on the faculty salary issue. The Library has done well in presenting its case on student wages; we can show a special temporary need because of our new system. We may get some one-time help with collections. And the Budig Hall space issue will probably be resolved in our favor.

Are Library salaries competitive compared with other KU departments?

- Other academic departments are basically at the same disadvantage vis-a-vis their peer groups. The other issue is the inequity of salaries in the library profession nationwide. This issue has been advanced at other institutions.

How does this year's budget priority rank order compare to previous years?

- Collections used to rank consistently near the top. The past couple of years have seen a change in that ranking. this year, Library units have overwhelmingly pointed to the substantial problems in staff size they face. Marilu will make the point that the better the access systems we have, the more demands the staff will face. Hence, we have an increasing, not decreasing, need for skilled staff as automation progresses. Automation will eliminate some manual functions in some areas, but it will also demand more personal skills in other areas.

So far the discussion around collections has focused on indexing, access, and serials. The monographs collection has not received enough attention. Also, there is a need to look closely at the relationship between the size of the serials collection and the costs of providing document delivery. As serial holdings decrease, the costs of document delivery go up.

* * * * *

Marilu and Judith thanked everyone for attending and mentioned that Coordinating Council members will see a copy of the Deans' budget priorities request, minus some specific staff funding requests which are confidential.

Gordon Anderson, Secretary
Planning & Resources Committee

**Planning & Resources Committee
Meeting Minutes**

March 6, 1997, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen, S. Hewitt, N. Jaeger

The minutes of the February 13, 1997, meeting were reviewed and approved.

Review of the Libraries Strategic Plan

We reviewed the summary of progress of the Libraries' Strategic Plan, FY 1994-FY 1996. We noted which parts have been started ("begun"¹), are in progress ("ongoing"), are completed (✓), have not yet started, or have been shelved.

We will finish this review at our next meeting.

Next meeting

Thursday, March 20, 1997, 10:30 am in Watson Library conference room A.

Gordon Anderson, Secretary
Planning & Resources Committee

¹ **Begun** means that the program or project has been agreed on, but the specifics may not have been accomplished to date. **Ongoing** means that certain steps, activities, facilities, changes, *et sim.* have been accomplished or implemented but that more needs to be done.

Minutes
LIBRARIES COMMITTEE ON PROMOTION AND TENURE
Fall Semester, 1996

Members: Gene Carvalho, Susan Craig, Kathy Graves, Geoff Husic (Chair), Johnnie Love, Sherry Williams, Margaret Wilson (secretary)

LCPT met nine times during the fall semester. At our first meeting, Sept. 6, we elected officers and established a regular meeting time. (Minutes for that meeting have already been published.)

On October 7 we met with Mel DeSart, the only candidate this year for promotion and tenure, his supervisor Kathleen Neeley, and the Assistant to the Dean for Personnel, Sandy Gilliland. We reviewed the promotion and tenure procedure with Mel and answered questions from him and Kathleen.

On October 14 and 21 we reviewed and sent forward a sabbatical file.

LCPT met November 18, 22, and 25 to review and forward Mel's promotion and tenure file.

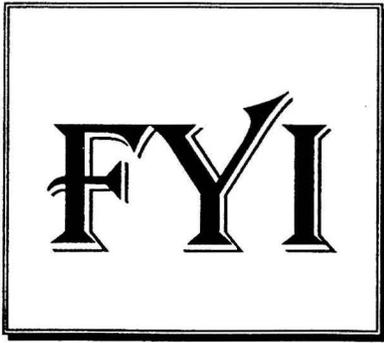
On December 4 the Committee met with Sandy Gilliland to discuss the timetable and procedures for the pre-tenure review process. There are four librarians who will be reviewed: Deborah Dandridge, Vickie Doll, Johnnie Love, and Cindy Pierard. We decided that librarians who are being reviewed may be members of the Committee but should not participate in the discussion of the files. The Committee met again on December 9 to review a draft of a revised version of the timetable, letter, and procedure which Sandy had prepared.

KULSA INVITATION

On Friday, April 11th, You are invited to a
Rice and Beans Lunch,
11:30-1:30pm in the Staff Room, 1st Floor, Watson Library

We'll fix the rice and beans
You can bring something to share
or, you can plan to eat lots of rice and beans
or, you can just bring your own lunch and enjoy the group

KULSA will provide plates, cups, 'silverware' and napkins.



The University of Kansas Libraries

Number 1396

April 03, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

PERSONNEL CHANGES

Due to several recent personnel changes there has been a need for interim leadership in several units. Four people have agreed to fill leadership roles in the following units:

Vickie Doll has been appointed as the Interim Head of the East Asian Library, reporting to Brad Schaffner, Coordinator of International Programs. Vickie will supervise the daily operations of the East Asian Library.

Kathy Graves has been appointed as Interim Coordinator of Reference. Kathy will manage and supervise the Reference Department and staff.

In February, I announced a number of personnel changes involving the Science and Engineering Libraries staff, precipitated by Kathleen Neeley's request for reassignment. On March 31st, Judith Emde began serving as Coordinator of the Anschutz Science Library, managing Science Library operations and services. Judith will function as the primary supervisor of the Science library faculty. On March 24th, Mel DeSart assumed responsibility for collection development in the Sciences as Coordinator for Science Collection Development (including chairing science collection development meetings, working with Rich Ring and George Gibbs on science collection development issues, and supervision of the science bibliographers).

Mel, Judith and Kathy will report to Marilu Goodyear.

Marilu Goodyear

Lars Leon has been appointed to an "Acting Assignment" Library Assistant III position in Retrieval Services, for the period beginning April 6 through November 29, 1997. In this assignment, Lars will provide support to the head of Retrieval Services, Rachel Miller, by performing the following responsibilities: ILL and document delivery data collection and report preparation; assisting with new ILL automation; additional responsibilities as assigned.

Sandy Gilliland

RESULTS OF LFA SALARY BALLOT ANNOUNCED

Results of the recent LFA Salary Distribution ballot are as follows (24 ballots returned):

Question 1: the distribution 1, 3, 5, 7 received 15 of 24 votes

Question 2: the 1/2 equal dollar -- 1/2 equal percent received 14 of 24 votes

This information will be communication to Marilu Goodyear and Bill Crowe. Thanks to everyone who voted.

Sandy Gilliland

ATTACHMENTS

LFA Exec Minutes, 3/24/97

SDC Travel Reports, BradSchaffner (2), Jim Smith

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic
Name of Meeting/Event: American Association for the Advancement of Slavic Studies
Location: Boston, MA
Dates of Travel: November 14-17, 1996

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

In November, I attended the American Association for the Advancement of Slavic Studies National Conference held in Boston, MA. The main focus of this conference is to provide a forum for Slavic scholars to present their research. Over the past few years there have been numerous panels on the topic of Slavic libraries, archives, and librarianship. Subjects that have been covered include historical topics and current issues, such as access to libraries and archives, the acquisition of materials, etc. In Boston there were two very interesting panels. The first was a discussion of preservation issues and the second examined new periodical publications that are currently available in Eastern Europe and the former Soviet Union.

The main meeting of Slavic librarians is held on Sunday morning during the Bibliographic and Documentation Sessions. During these meetings we discuss trends in the field, and people report on projects that they are working on. I gave a short presentation on SlavCopy. As a result of this report, a number of new libraries subscribed to the SlavCopy listserve.

I would like to thank the Staff Development Committee for providing funds to help defray the cost of traveling to AAASS.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Brad Schaffner Department: Slavic
Name of Meeting/Event: ALA Midwinter Meeting
Location: Washington, DC
Dates of Travel: February 14-20, 1997

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

I attended the ALA Midwinter Meeting in Washington, DC from February 13-18, 1997. As Vice-Chair, Chair-Elect of the Slavic and East European Section (SEES) of ACRL, I attended all of the section's meetings, which are held on Sunday and Monday of ALA Midwinter. In addition to serving as Vice-Chair, Chair-Elect of SEES, I'm also serving as chair of the 1998 SEES program committee. Our first organization meeting was very successful.

Along with many activities with SEES, I also attended ACRL meetings on Friday, February 14. These meetings included the 1997-98 ACRL General Conference Program meeting and the ACRL Leadership Council Planning Session. I'm also a member of ALA President elect Barbara Ford's Ad Hoc Program Committee. This committee assists Ms. Ford in the development and implementation of her presidential program for ALA. The focus of her program is on international librarianship.

I would like to thank the Staff Development Committee for funding a portion of my travel.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

T R A V E L R E P O R T

Name: Jim Smith Department: Music Library

Name of Event: Music Library Association Conference Location: New Orleans, LA

Date(s) of Travel: January 29, 1997 - February 2, 1997

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

"The Big Easy," New Orleans, Louisiana, played gracious host to the 66th annual meeting of the Music Library Association held from January 29 to February 1, 1997. The convention, under the capable direction of Susan Hitchens, convention manager (music librarian at KU from 1985-1995), was one of the most enjoyable and informative I have attended.

The convention began with welcoming remarks from Dr. David Danahar, Provost and Vice President for Academic Affairs, Loyola University, followed by a brief address from Phil Leinbach, University Librarian, Tulane University. Plenary Session I followed with the general title of *Musical Gumbo: Your Guide to Louisiana Music*. This session, moderated by Laura Dankner (Loyola University), featured papers by Bruce Raeburn (Hogan Jazz Archive, Tulane University): *New Orleans and all that Jazz*, Mary Sue Morrow (Loyola University): *Crescent City Classics*, Kevin Fontenot (Tulane University): *Peeping Through the Keyhole Watching Jole Blon: A Brief History of Cajun Music*, and Mark McKnight (University of North Texas): *From Fats to Funk: New Orleans R & B*. Though New Orleans is noted as the birthplace of such purely American art forms as Jazz and the Blues, one longed for a more balanced presentation of papers discussing art music and popular genres. Even as Dr. Morrow's paper discussed the long tradition of opera in New Orleans, which dates back to the 1790s, I thought it a strange omission that New Orleans native son, Louis Moreau Gottschalk, mid-nineteenth century piano virtuoso and composer of dazzling pieces that brought to the world a taste of the exotic melange that was and remains the delta of the Mississippi, received no mention at all.

I attended several sessions and round tables that dealt with various aspects of Music Librarianship and Music Libraries. Among these was the Reference Performance Subcommittee which offered discussions on *Objectively Evaluating Reference Services in Music Libraries: The Wisconsin-Ohio Reference Evaluation Program*, an interesting survey being conducted at various institutions to ascertain the value and effectiveness of reference services offered to the general public. Included in this session was *General Bibliography: A Review of Some Print Research Materials* by Keith Mixer, Ohio State University, emeritus, a well-known name in music bibliography. Vincent Pelote of Rutgers University rounded out this session with a paper entitled: *Jazz Reference Sources*. On the heels of this session was the Online Reference Services Subcommittee which offered timely demonstrations and discussions of several, vital music periodical indexes including the *International Index of Music Periodicals* (Carolyn Dow), *Music Index* (Charles Reynolds), and *RILM Abstracts* (Alan Green).

Of special interest to me was the Film Music Round Table which this year featured a video presentation on the accomplishments of the Society for the Preservation of Film Music as they undertake the preservation project at Paramount Studios. Paramount was willing to allow these dedicated people, including Elmer Bernstein whose title music from *The Ten Commandments* provided the background score for the video, to work in Paramount's music archive which had amounted to little more than a warehouse where climate and temperature controls were none existent and priceless conductor scores and performing parts to some of the greatest cinematic achievements of the century were decaying into dust.

It was refreshing to see the successful marriage of musicology and library science as evidenced in two papers read at the Sheet Music Round Table. *Grace Notes in New Orleans History: Sheet Music of the 19th Century* by Florence M. Jumonville (The Historic New Orleans Collection) was a highly polished discussion of the music publishers of New Orleans active during the middle and latter half of the last century. So well done was this presentation, I thought the paper worthy of presentation at a plenary session. Ronald N. Bukoff (Centenary College) offered a fascinating account of the sheet music collection he discovered at his new post in the paper: *The Wayne Sanders Broadway Collection at Centenary College of Louisiana*. Without doubt, there exists sufficient material in this collection to provide a strong monograph on the life and work of Wayne Saunders, whose years on Broadway brought him into contact with the giants of the Broadway stage during that glittering era from the 1940s through the end of the 1960s.

These are some of the highlights of my sojourn to New Orleans which included several other round tables, presentations, and a second plenary session discussing the impact electronic catalogs and networking will have on the future of libraries and librarianship. The Local Arrangements Committee was most generous in providing receptions and gathering opportunities including a lavish reception at the Williams Research Center, Historic New Orleans Collection, in the heart of the French Quarter on Chartres Street. I am indeed grateful to several people for helping me attend this meeting: Vic Cardell whose enthusiastic support for my going to New Orleans is much appreciated; Susan Craig for her willingness to keep a watchful eye on the Music Library while Vic and I were away for this meeting; and Ann Snow who kindly stepped in for me while I was out of town. I also extend my appreciation to the Staff Development Committee whose support helped make it possible for me to attend this meeting.

Jim Smith

LFA Exec minutes for March 24, 1997

Present: B. Schaffner, B. Schulte, K. Lohrentz, J. Girardo, C. Pierard, M DeSart.

Absent: G. Gibbs.

Minutes.

The revision of the Planning & Resources Committee report on open meetings on the FY 1998 Library budget priorities, dated Feb. 4 & 5, 1997, was reviewed.

Planning & Resources Committee meeting minutes for Feb. 13 and March 6 were reviewed.

Libraries Committee on Promotion and Tenure minutes for Fall semester, 1996 were reviewed.

LFA Exec minutes for March 17 were revised and approved.

Announcements from the Chair.

Becky reported on the Senate Libraries Committee meeting held Tuesday, March 18.

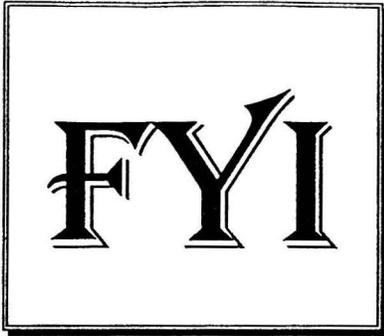
The Committee's final report is due in April. Charges issued to SLC were discussed by LFA Exec.

GRF Applications.

Two applications for research funding were reviewed and recommendations will be forwarded to Bill Crowe and Marilu Goodyear for their review. Our report to the Dean will emphasize the importance of travel expenses as an integral part of each proposal.

Next LFA Exec meeting will be held Monday, March 31.

Submitted by Ken Lohrentz, LFA Secretary.



The University of Kansas Libraries

Number 1397

April 10, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

KU YEARS OF SERVICE AWARDS

During KU's Annual Employee Recognition Ceremony, April 23, 1:30 p.m. in the Kansas Union Ballroom, several Libraries staff will receive recognition for their service to KU. The following staff will be recognized:

40 Years: Alexandra Mason, Special Collections

20 Years: Maria Alexander, Slavic; Jennie Dienes, Government Documents/Map Library; Carol Jeffries and Kathy Lathrom, Retrieval Services; Jim Neeley, Electronic Information; Krista Schmidt, Cataloging; Ann Snow, Art/Architecture Library

15 Years: Lois Bauer, Retrieval Services; Vickie Doll, East Asian Library

10 Years: Rick Clement, Special Collections; Judith Emde, Science Library; Geoff Husic, Slavic; Miloche Kottman, Cataloging; Kathy Lafferty, Administrative Office; Malcolm Lodwick, Art/Architecture Library

5 Years: Pamela Bonham, Retrieval Services; Jill Girardo, SPLAT

In addition to service awards, the University's classified and unclassified employees of the year will be named. All staff are invited to attend the ceremony.

Sandy Gilliland

TRAINING CALENDAR, DEPT. OF HUMAN RESOURCES

Attached to this issue of FYI is a copy of the latest training calendar, listing workshops and seminars offered by the Dept. of Human Resources during April, May and June. Registration information and a brief description of the workshops is included.

Sandy Gilliland

TUITION ASSISTANCE PROGRAM: APPLICATION DEADLINE ANNOUNCED

Applications for Tuition Assistance for the Summer semester must be submitted to the Provost Office, 132 Strong Hall, by 5:00 p.m. April 18th. To be eligible for the Tuition Assistance Program, staff must have worked full-time for KU for at least one year, or have worked half-time for at least three years. To apply, submit a completed application form, a transcript of any previous college course work, a brief statement explaining how the course will benefit you and KU, and a letter of support from your

supervisor. Employee's awarded Tuition Assistance will have part or all of the tuition paid through the program. Additional information and application forms are available from Sandra Benedict in the Library Administrative Office, from the Provost's Office, 4-4904, or the Department of Human Resources, 4-4946.

NOTE: The Tuition Assistance Program is a separate program, not to be confused with "Staff Fee Eligibility". ALL full-time staff are eligible for a tuition reduction on the basis of their full-time employment, every semester. Forms for Staff Fee tuition rates are available from the Student Employment Center.

Sandy Gilliland

YEAR END CLOSING PURCHASING DEADLINES

The KU Purchasing Office recently distributed a memo to all faculty and staff regarding FY 1997 purchasing deadlines for orders requiring the competitive bid process (i.e., all competitive orders \$1,000 or more). In accordance with the State and University guidelines, all purchases requisitions to be charged against funds allocated from FY 1997 **MUST** be received in the KU Purchasing Office by the following dates:

- Friday, May 2, 1997, for orders estimated to be \$10,000 or more.
- Friday, May 9, 1997, for orders estimated to be less than \$10,000.
- Friday, May 16, 1997, for orders estimated to be less than \$5,000.

All purchases to be chargeable against FY 1997, that require the competitive bid process, must be submitted to Denise Swartz in the Libraries' Administrative Office at least one week in advance of the above dates to insure that the orders will be processed and submitted to the Purchasing Office by their required deadline dates. Orders to be chargeable against FY 98 funds may be submitted to the Administrative Office after Monday, June 2, 1997. All FY 1998 orders will be submitted to the KU Purchasing Office for processing as soon as possible after July 1, 1997.

Additional closing procedures for FY 1997 financial transactions will be distributed to departments in May. Please feel free to call Nancy Jaeger (4-8917) or Denise Swartz (4-8919), if you have any questions concerning fiscal year closing procedures. Thanks.

Nancy Jaeger

LIBRARY ENRICHMENT AWARDS

Rich Ring has provided the list of the Library Enrichment Awards for FY 97 which is attached.

NOTICE OF PUBLIC SALE

The Library received approval last year from State Surplus Property to dispose of a number of items through a public sale to University departments and the general public. The Library is now planning a second silent bid sale of surplus items no longer needed due to reorganization and updating of automated systems. Bids will be accepted for the items listed below on Friday, April 18, from 1:00 p.m. to 5:00 p.m., and Saturday, April 19, from 10:00 a.m. to 3:00 p.m. **Bids will only be accepted on sale dates during specified times of the sale.**

- 30 Steel desks, with typing wells. Most are beige in color with separate laminated top (fair to good condition), and some are gray in color (fair condition).
- 25 60-Drawer Card Catalog Cabinets

The equipment offered for sale will be available for viewing in Watson Library starting at 8 a.m. on Friday, April 18, in Watson Library level 2 (card catalog cabinets) and level 1 (desks). Bid sheets will be available from 1-5 p.m., on April 18 and from 10-3 on April 19, 1997. All equipment is being sold "as is" and the successful bidders will be responsible for payment (cash, voucher, or check with approved ID) and removal of the equipment as specified in the bidding instructions available the day of the sale.

Please contact Nancy Jaeger (4-8917) or Kent Miller (4-8989) if you have any questions. The University of Kansas Libraries reserves the right to accept or reject any bid based upon the amount offered.

Nancy Jaeger

ATTACHMENTS

KULSA Rice & Beans Lunch Invitation
Library Enrichment Awards
Department of Human Resources Training Calendar

KU Friends of the Library Announce Library Enrichment Awards

The KU Friends of the Library Enrichment Committee--Lisa Bitel, Mabel Rice, and Joseph Snyder--recommended funds for five requests from Library staff seeking support from the 1997 Library Enrichment Program. The enrichment program is the FRIENDS' principal means for committing funds to help improve the KU Libraries' collections and services.

At its Spring 1997 meeting, the Executive Board of the FRIENDS voted unanimously to thank the committee for its work and accept its recommendations.

Developing Film of Unrest at KU and in Lawrence in 1970 \$600

Requestor: Sherry Williams, Kansas Collection, Spencer Research Library

The Kansas Collection has 25 rolls of undeveloped Super 8 movie film that document unrest on the campus and in Lawrence in 1970. This period of protest and activism is of considerable interest to researchers. Developing these rolls of film will require special handling by a film laboratory located in Colorado.

Preservation of Nikolai Karlovich Shil'der, Imperator Aleksandr Pervyi, ego zhizn' i tsarstvoanie [Emperor Alexander I, his life and reign] 4 vols. (St. Petersburg: A. S. Suvorin, 1897-1898 \$750

Requestor: Bradley Schaffner, Slavic Department, Watson Library

KU's copy of this important account of Tsar Alexander I (1801-1825) is one of four in U.S. libraries. At present, its paper has become very embrittled. Continued use will destroy the volumes. Funds are requested to make preservation quality photocopy facsimiles of each of these volumes. This procedure will create a useable copy of this work on acid-free paper and preserve the original for the KU collections and for scholarship. Through its national "BRITTLE" project, the KU Libraries have become a leader in cooperative preservation photocopying of embrittled books.

A Wall-Mounted Exhibit Case \$2,001

Requestor: Channette Kirby, Chair, Library Exhibit Committee, Watson Library

The addition of a wall-mounted exhibit case in the Jim Ranz Exhibit Area in Watson Library will allow the display of larger materials, such as prints and maps, much more easily. Exhibits of materials from the Libraries' collections enhance awareness of the scope and richness of KU's collections.

Fellowships for short-term use of Spencer Research Library collections \$1,500

Requestor(s): Sheryl Williams, Kansas Collection
& Alexandra Mason, Special Collections

A number of potential researchers from outside the Lawrence area, especially graduate students, need some assistance to travel to KU to use the resources in the Kenneth Spencer Research Library.

Funding of this request will provide three fellowships to assist such researchers. Assisting scholars who wish to travel to the University of Kansas will enhance the visibility and use of the Spencer Research Library's often unique collections. This will be a pilot project for one year. If it proves successful, the Dean of Libraries will seek funds to make it a permanent.

Fujitsu M3097 Scanner

\$1,149

Requestor: Rachel Miller, Retrieval Services, Watson Library

The latest version of the Ariel software used by Interlibrary Services to promote faster and better quality of document delivery allows for transmission of images over the Internet to yield images of much higher quality than is possible with conventional telefacsimile transmission. In order to take advantage of the new capabilities, the Libraries needs a new unit that will scan pages as quickly as a photocopy machine. Funding this request will provide part of the money needed to acquire this scanner. (The Library administration has agreed to fund the difference.) The new scanner, combined with the Ariel software, will improve the Libraries' ability to send articles and other materials by e-mail to KU students and faculty, and between the various KU library locations.

DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

April, May, June 1997

	Monday	Tuesday	Wednesday	Thursday	Friday
A P R I L	14	15 Utilizing the New Review System 9am - 12noon	16 STEP (Day 1) 8am - 4pm	17	18 Classified Orientation 1pm - 4pm
	21	22	23 STEP (Day 2) 9am - 4pm	24	25
M A Y	28	29	30 STEP (Day 3) 9am - 4pm	1	2
	5	6 Utilizing the New Review System 1pm - 4pm	7 STEP (Day 4) 9am - 4pm	8 Introduction to Personality Type 9am - 4pm	9
	12	13	14 STEP (Day 5) 9am - 4pm	15	16 Classified Orientation 9am - 12noon
	19	20 Utilizing the New Review System 9am - 12noon	21 STEP (Day 6) 9am - 3pm	22	23
	26	27	28 STEP (Day 7) 9am - 3pm	29	30
J U N E	2	3 Utilizing the New Review 1pm - 4pm	4 STEP (Day 8) 8am - 2pm	5	6
	9	10	11	12	13
	16	17	18	19	20 Classified Orientation 1pm - 4pm
	23	24 Utilizing the New Review 9am - 12noon	25 Conflict Management 8am - 12 (Part 1)	26	27 Conflict Management 8am - 12 (Part 2)
	30				

ote: All sessions which include the 12 noon to 1pm time period break for lunch during that time.

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-4946.

PROFESSIONAL DEVELOPMENT PROGRAMS

Human Resource Development Programs

- ***AN OVERVIEW OF ADA** - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.
- ***INTERVIEWING UNDER ADA** - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures in the hiring process while providing sensitivity to disability etiquette. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- ***POSITION DESCRIPTIONS UNDER ADA** - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- NEW CLASSIFIED EMPLOYEE ORIENTATION** - (3 hours) provides information on policies and procedures, staff benefits and opportunities, and allows new employees the time to ask any initial questions about their employment.
- ***NEW UNCLASSIFIED EMPLOYEE ORIENTATION** - (3.5 hours) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.
- ***RESPONDING TO NEGATIVITY IN THE WORKPLACE** - (3 hours) "Negativity" is a regular occurrence in the work place. It speaks and generates an uncomfortable work environment. This workshop will address ways to recognize the negative attitude and tools for coping and dealing with "negativity."
- UTILIZING THE NEW REVIEW SYSTEM** - (3 hours) Provides assistance to managers and supervisors in utilizing the new review system for classified staff.

Supervisory and Management Programs

- ***INTRODUCTION TO SUPERVISION** - (8 hours) a basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are practiced.
- SUPERVISORY TRAINING FOR EXCELLENCE IN PERFORMANCE (STEP)** - (46 hours) A comprehensive program to help supervisors develop essential skills in leadership and motivation, managing change, communication, conflict management, the hiring process, the disciplinary action process, employee performance, and stress and time management. The course is required for new classified supervisors and offered on a space-available basis to other classified supervisors, unclassified supervisors, and those anticipating a future supervisory role.
- ***COACHING AND COUNSELING** - (6 hours) provides skills and practice for supervisors desiring to improve their coaching and counseling skills. Coaching skills are used to help employees learn new tasks. Counseling skills facilitate communication on sensitive issues such as performance and conduct. Recommended for classified and unclassified supervisors and managers.

Professional Skills Programs

- ***COMMUNICATION** - (8 hours) a program designed to increase participants' awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.
- CONFLICT MANAGEMENT** - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.
- INTRODUCTION TO PERSONALITY TYPE** - (6 hours) awareness of one's personality type helps to explain why there are differences and misunderstandings in communication, work style, and problem solving approach. This workshop provides a basic understanding of the sixteen personality types in the Myers-Briggs' Type Indicator. The understandings gained will enhance the capacity to make assignments, communicate and deal with diverse approaches to work. Participants will need to register by April 28 and complete the MBTI by May 6 to be a part of the class. There will be a \$10 materials charge.
- ***MEETINGS THAT MATTER** - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program's emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.
- ***ADDRESSING SEXUAL HARASSMENT** - (6 hours) a program designed to increase participant's awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.
- ***TRAINING OF TRAINERS** - (42 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.
- ***STRESS AND TIME MANAGEMENT** - (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.
- ***UNDERSTANDING DIVERSITY** - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

* Not available this quarter

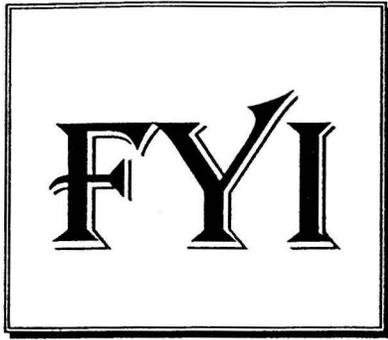
PROGRAMS ARE AVAILABLE FOR IN-HOUSE SESSIONS

KULSA INVITATION

On Friday, April 11th, You are invited to a
Rice and Beans Lunch,
11:30-1:30pm in the Staff Room, 1st Floor, Watson Library

We'll fix the rice and beans
You can bring something to share
or, you can plan to eat lots of rice and beans
or, you can just bring your own lunch and enjoy the group

KULSA will provide plates, cups, 'silverware' and napkins.



The University of Kansas Libraries

Number 1398

April 17, 1997

***** DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS *****

MATT BOVEE TO DEPART

Matt Bovee, Assistant to the Vice Chancellor for Information Services/Dean of Libraries, has decided to pursue a PhD in the School of Business. He will leave his current position by mid-August.

We will miss Matt's contributions to the Libraries and Information Technology Services, which have been marked by intelligence, fresh perspective, and energy. We wish him well in his graduate work, which will be in Information Systems.

After consulting with others, we will prepare to recruit a successor.

Bill Crowe & Marilu Goodyear

YEAR END CLOSING PURCHASING DEADLINES

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All purchases to be chargeable against FY 97, that require the competitive bid process, must be submitted to Denise Swartz in the Libraries' Administrative Office at least one week in advance of the above dates to insure that the orders will be processed and submitted to the Purchasing Office by their required deadline dates. Orders to be charged against FY 98 funds may be submitted to the KU Purchasing Office for processing as soon as possible after July 1, 1997.

Additional closing procedures for FY 97 financial transactions will be distributed to departments in May. Please feel free to call Nancy Jaeger (4-8917) or Denise Swartz (4-8919) if you have any questions concerning fiscal year closing procedures.

Nancy Jaeger

ATTACHMENTS

Minutes: LFA Exec, 3/31/97; SDC, 3/11/97; PRC, 3/20/97; LFA Ad Hoc Committee on Research, 2/25/97, 4/4/97.

LFA Exec minutes for March 31, 1997.

Present: B. Schulte, M DeSart, G. Gibbs, C. Pierard, J. Girardo, K. Lohrentz.

Absent: B. Schaffner.

Guests: S. Craig, L. Knox.

Joint meeting with Nominating and Ballot Committee.

LFA met jointly with Nominating and Ballot to discuss the problem of recruiting candidates for vacancies on LFA committees. Becky thanked N&B for their September report and indicated that it would be helpful to meet in preparation for the upcoming LFA elections for next year.

Jill, Chair of N&B, reported that the recruitment of LFA candidates was a recurring and critical problem, particularly at the LIII level. While the new service guidelines for faculty might make the problem less critical, no change has been evident as yet.

Susan suggested that we need to promote the virtues of serving on LFA committees as opposed, for example, to other committee appointments. LFA is *our* organization.

The following issues and questions were also discussed.

- A decrease was noted in the number of ballots returned to the Salary and Benefits Committee for merit salary distribution.
- It is evident that the procedures which N&B has followed for ballot distribution have been effective as indicated by a higher rate of returns.
- It would be useful to compile a list of both LFA and administrative committees, showing membership on each to document committee service of various LFA members, or lack thereof.
- Becky suggested that we encourage N&B to follow the procedure whereby LFA members could nominate other LFA members whom they feel would be effective on committees. Nominees would still need to be contacted by N&B.
- It is important to estimate the anticipated time commitment and the responsibilities for committees. This could be done by contacting people currently serving on the committee(s) in question.
- The Dean is willing to assist with recruitment efforts.
- The possibility of holding staggered elections was discussed. Spreading out the timing of LFA elections would provide candidates with the opportunity to run for other offices. It was agreed that since LCPT has the largest number of LIII's, that election should be held first, followed by CESR and LFA Exec together in a second election. The LCPT election will be run in late April; CESR and LFA will then be run in May.

- There may eventually be a problem of the number of LI's as promotions of eligible candidates take place.
- Becky will contact Marilu about compiling a list of administrative committee memberships.
- George will talk to Judith Emde (chair of PRC) about the committee lists in the planning notebook.

Minutes.

LFA Exec minutes for March 24 were revised and approved.

Next LFA meeting will be held April 14.

Submitted by Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
March 11, 1997

Present: Deborah Dandridge, Evelyn Constance Powell, Kristi Cook, Al Mauler, Victor Cardell
Absent: Sandy Gilliland, Vickie Doll

Minutes: The minutes of the previous meeting were read, corrected and approved.

Travel Forms: There was some discussion of when we should initiate the use of the new travel forms.

Travel Requests: Several travel reimbursement requests were approved. Wanda Dyer and Geri Slater will attend the workshop entitled *Powerful Communication Skills for Women* to be held in Kansas City April 3rd. Kathleen Neeley, Rebecca Schulte, Sheryl Williams, Deborah Dandridge and Mary Hawkins will attend the Midwest Archives Conference in Chicago May 1st -3rd. Johnnie Love will attend the 10th Annual National Conference on Race and Ethnicity in American Higher Education in Orlando, May 29th-June 2nd and Cindy Pierard will attend LOEX (Library Orientation/Education Exchange) to be held in Charleston, SC, May 8th-10th.

Programs: Al reported that the enrollment for the latest *Soaring to Excellence* is low. However he expects it will pick up since the distribution of the registration form and the e-mail he has sent out. The next *Dancing with Change* registration form he hopes to have in the mailroom by March 19th, and for the last *Soaring to Excellence* program he hopes to have the registration form in the mailroom by April 1st.

We hope to get a good turnout for the Cultural Feast which will be held today from 11 to 2.

Announcement: There will be no meeting on April 15th.

The meeting adjourned at 10:15.

Planning & Resources Committee Meeting Minutes

March 20, 1997, 10:30-11:30 am

Present: M. Alexander, G. Anderson, P. Difilippo, J. Emde, S. Hewitt

Minutes

The minutes of the March 6, 1997, meeting were reviewed and approved.

Two changes to the minutes from the February 4 & 5, 1997, open meetings on the FY 1998 budget request were made, based on recommendations from LFA Exec.

Review of the Libraries Strategic Plan

We finished reviewing the summary of progress of the Libraries' Strategic Plan made between FY 1994 and FY 1996. We have questions about several areas where we noted little or no action or progress made, or about which we have further questions. These include:

Health & safety issues

- where does this project go from here?

Fundraising

- what are the programs and who are the personnel?

Equipment maintenance

- is there still a need for training technicians for each department? [we think so]

Bibliographer review of backlogs

- what's next for this project? what can be weeded from backlogs prior to cataloging?

Preparation for VIRTUA

- what should we be doing now?

Collection services librarian

- where is the discussion on this topic?

"system-wide retrospective conversion"

- what does this term mean?

"reviews of department heads"

- is this project still necessary, given the many changes in department heads which have occurred in the past year or two?

Next meeting

Thursday, March 27, [sic] 1997, 10:30 am in Watson Library conference room A. Plans are to with Marilu Goodyear to discuss these items and the next round of strategic planning.

Gordon Anderson, Secretary
Planning & Resources Committee

LFA Ad Hoc Committee on Research
Minutes
2/25/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Reviewed minutes from a previous meeting.

Schaffner prepared a draft of the LFA Code of Governance for the Committee on Research. The *ad hoc* Committee reviewed and edited the document. Schaffner will prepare and distribute a second draft prior to our next meeting.

Next meeting will be March 18, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

4/4/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Reviewed minutes from a previous meeting.

Discussed a proposal from an LFA member who requested modest funds to cover expenses incurred by producing slides for a paper to be delivered at a scholarly conference. Although the guidelines for these funds have not been established, the *ad hoc* Committee on Research felt this kind of a request was a good use of the \$2,500 in funding set aside by Dean Crowe to support research and scholarly activities and will recommend that the Libraries' Administration fund this request.

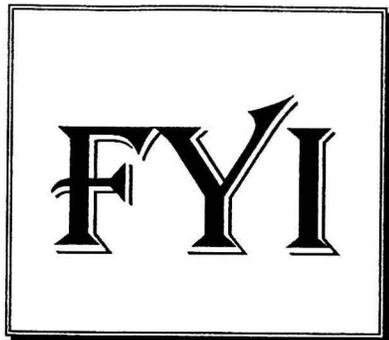
Reviewed and corrected a draft of the "Charge to the Committee on Research and Scholarly Activities" prepared by Brad Schaffner.

Brad Schaffner distributed draft copies of the *ad hoc* Committee's final report. Corrections are to be made and sent to Schaffner prior to the next meeting of the committee.

Began developing guidelines for the distribution of the research funds set aside by Dean Crowe.

Next meeting will be April 9, 1997.

— Recorded by Brian Baird



The University of Kansas Libraries

Number 1399

April 24, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

PERSONNEL

Andrew Patterson, a temporary Library Assistant I in Retrieval Services, has announced his resignation. Andrew has been employed as a student assistant in the Libraries (Cataloging and Music) for the past few years, and was appointed as a Temporary, part-time Library Assistant I in Retrieval Services in September, 1996. Andrew has accepted a permanent position as Library Circulation Manager with the Kansas State School for the Blind, in Kansas City, Kansas. His resignation is effective May 30, 1997.

Sandy Gilliland

LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION DEADLINE

Attached are the guidelines for the Libraries' Classified Employee of the Year Award, as well as a nomination form. Any member of the Library's staff can nominate a Library classified employee who meets the following criteria:

Classified staff member must be employed by the KU Libraries for at least one year prior to the deadline for nominations;

Members of the selection committee and anyone who has won the award within the last three years are ineligible for nomination.

Nominations are due by May 19, 1997. Members of the selection committee are:

Jan Altenbernd, Art/Architecture Library
Karon Ballard, Retrieval Services
Marilyn Hu, Science Library
Kendall Simmons, Government Documents
Ela Zygmunt, Preservation
Annie Williams, LFA Representative, Cataloging
Sandy Gilliland, ex officio

Sandy Gilliland

STUDENT TASK FORCE

I am pleased to announce the members of the Student Task Force. They are: Bayliss Harsh, Chair, Marilyn Hu, Doxie Larsen, Bob Marvin, Lars Leon, Jeaumiqua Hallharris, Brian Baird, Mary Ann Baker, Barbara Woodruff, and Sandy Gilliland.

An Equal Opportunity/Affirmative Action Employer

The Task Force is charged to review aspects of student employment at the Libraries involving recruitment, retention and pay rates. Specifically, the Task Force is asked to make recommendations to Coordinating Council concerning the following.

1. Recruitment Issues -- How might recruitment of regular and work study students be improved? How might the application process be improved?
2. Retention Issues -- How might we improve retention of students? Evaluate the role of longevity in the retention of student assistants?
3. Pay Issues -- What wage rates should we have for student workers? What should be the recommended starting wage? Should we implement a wage scale for student assistants? Recommend how we might implement the next minimum wage increase.

The Task Force should focus on pay issues first in order to make recommendations by May 15, 1997. This will allow any changes to take place with the FY 98 budget.

Marilu Goodyear

ANNOUNCEMENT

We received the following announcement:

Kevin Corbett has joined the Endowment Association as the Director of Constituent Development. This position was formerly held by Mike Smith. As Director of Constituent Development, Kevin will serve as the Endowment Association's fund-raising liaison with the University Libraries.

Kevin has more than eight years of development experience in higher education, most recently as the Executive Director of the Western State College Foundation in Gunnison, Colorado. He previously worked in development at the Universities of Oklahoma and Georgia. Kevin's first position in development was as a Development Officer here at KU Endowment in 1988. His experience in university advancement began during his KU student days when he not only volunteered as a student caller for the Greater University Fund, but was also one of two students to address the Campaign Kansas National Council in October 1987.

We are delighted to have Kevin rejoin our fund-raising team at KU. I will soon be in touch to arrange an introduction. In the meantime, please share the news of Kevin's appointment with appropriate members of your staff.

Marilu Goodyear

CREDITS

Dr. Michael Palij, a retired Associate Slavic Librarian, presented the lecture "Ukrainian-Polish Conflict in Galicia, 1918-1919" at the Central Slavic Conference on April 11, at the University of Kansas in Lawrence, Kansas.

Sandra Benedict

FORMER KU LIBRARIAN PUBLISHES FIRST BOOK

Rebecca Stuhr-Rommereim, former Reference Librarian and Bibliographer for German Language and Literature, has had the book Autobiographies by Americans of Color 1980-1994: An Annotated Bibliography published by Whitston Publishing Company of Troy, N.Y. The Libraries' copy has been received and will be cataloged for the reference collection in Watson. Rob Melton

ATTACHMENTS

Minutes: Classified Conference Exec Board, 3/18/97
Guidelines for Libraries Classified Employee of the Year and Nomination Form
Staff Telephone Directory

CLASSIFIED CONFERENCE EXECUTIVE BOARD

March 18, 1997

Present: Orth-Alfie (chair), Cook (chair-elect), Vernon, Baker, Revenew, Swartz, Holcomb

Since our secretary, Corrie Thompson, has resigned, interim secretaries were appointed to take minutes until the next election. Denise Swartz will take the minutes for April, Carol Ann Vernon for May, and Mary Ann Baker for June.

Senate Libraries Committee

Gaby reported on the activities of the Senate Libraries Committee. The Committee's final report is being prepared.

Classified Senate

There is a bill in the Legislature to change the current overtime policy. This change would primarily affect workers in FO.

We may need new representatives for Classified Senate soon. The meetings are held the second Wednesday of each month from 10:30-12:00.

Chairperson's report

Marilu has approved the candidates for Classified Employee of the Year Committee. The issue of the plaque listing the winners' names is still unresolved. The Classified Employee of the Year plaque is not a high priority at present since there are other jobs that need to be done by Jim Helyar first. The Chair will inquire about other possibilities for completing the project.

The new budget proposal requests three new lines; one additional librarian and two additional staff. It is undecided where the positions would go if the funding is approved. An earlier, separate budget proposal requests two new positions for Automation. The Library administration is considering the creation of a classified or unclassified storekeeper/supervisor position to assist the Access Service librarian and possibly supervise the mail room. The position vacated by Chet Durnal has been announced. Applications for the new Regents Center librarian have been taken and the candidates will be announced soon. Interviews will begin soon for the temporary LAIII position in Retrieval Services. The Conservator position will be re-advertised as an unclassified professional position.

Classified Employee of the Year Survey

Out of 84 surveys, 15 were returned. Of these, eight were in favor of the award, four were against the award (of these, two said they would be against the award but would go along if the majority wants it), and three didn't care. There are few nominations for the classified award, but this is also true for the librarian award. There needs to be some clarification of whether a staff member who is resigning can be considered for the award. Mary Ann will look at old CEYA and CCEB minutes to get a historical perspective of the question. Janet pointed out that many staff don't realize that the award is \$250 *after* taxes. She recommends that people be educated about this. CCEB can make suggestions to improve the award. Suggestions that were made on the surveys included more money, more promotion of the event, no public display, and more tangible rewards for the winner.

Committee Reports

Staff Development Committee: There are two teleconferences in April. The first, on April 4, is "Dancing With ... Change: A Survivor's Guide to using Electronic Resources and Services Intelligently." The second, on April 11, is "Soaring to Excellence: You and Your Job; Mind, Body, and Spirit." Both will be held in 336 Strong.

New Business

Corrie Thompson, the Group Rep for Anschutz Science Library, has resigned. Carmen will look for a new Group Rep.

Minutes submitted by Kristi Cook

THE UNIVERSITY OF KANSAS LIBRARIES

CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION GUIDELINES

The University of Kansas Libraries is accepting nominations for the Classified Employee of the Year Award.

GUIDELINES

- Nominations will be accepted from all library employees.
- Nominations will be carefully considered by a committee composed of the Assistant to the Dean for Personnel (non-voting), the chair of the Classified Conference Personnel Committee (non-voting), 4 classified employees, and 1 librarian to be selected by the Dean from slates of names submitted by the Executive Boards of the Classified Conference and Library Faculty.
- The selection committee will base its decision on information provided on the nomination form, as well as interviews with the nominator, the employee's supervisor, and a representative sample of the employee's colleagues (which may include unclassified staff and/or student assistants).
- The Classified Employee of the Year award will be presented in April and the winner will be honored at the Dean's fall awards reception.
- The honoree will have his/her name inscribed on a permanent award plaque in Watson Library, and will receive campus-wide recognition, and be given a cash award.
- This program will be evaluated every two years.

Some important things to know about the Library's Classified Employee of the Year Award:

- All nominations and recommendation will be considered confidential and involve only those affected in accordance with the above-stated guidelines. An employee's annual evaluation will not be used in the committee's deliberations.
- Classified, unclassified, and student employees of the Library may nominate any eligible classified employee.
- To be eligible for nomination, classified staff must be employed by the University of Kansas Libraries for at least one year prior to the deadline for nominations. Members of the selection committee and anyone who has won the award within the last three years are ineligible.
- The Classified Employee of the Year will be chosen based upon work-related criteria.

**UNIVERSITY OF KANSAS LIBRARIES
STAFF DIRECTORY**

**V.C. FOR INFORMATION SERVICES AND
DEAN OF LIBRARIES**

Crowe, Boose, 132 Strong Hall 4999

ACCESS SERVICES, (see staff list for individual phone #'s)

K. Miller, Level 3 Watson 8989

Circulation Desk, Level 3 Watson (see staff list for phone #'s) 8983

Kipp, Larsen, Owens, Samuelson

Reserve Desk, Level 3 Watson 3396

C. Jones 8982

Periodicals/Microforms, Level 4 Watson 3950/4661

Couch, Renewal

Copying Services, Level 4 Watson, Shaw 4209

Mail Room, Level 1 Watson, Coburn, Unfred 3080

ADMINISTRATIVE OFFICE, Level 5 Watson (see staff list for phone #'s) 3601

Goodyear, Benedict, Bovee, Gibbs, Gilliland, Jaeger, Lafferty, Proctor, Swartz, Woodruff

ANSCHUTZ SCIENCE LIBRARY(see staff list for phone #'s)

Circulation Desk 4928

Reference Desk 4930

Crank, Emde, Hewitt, Hu, Knox,, Lasnier, Powell, Taylor, Waters

ARCHIE R. DYKES LIBRARY-KUMC 8-1-913-588-7166

James Bingham, Director

ARCHIVES, 422 SRL (see staff list for phone #'s) 4188

Williams, Bunch, Hawkins, Kehde, K. Neeley

ART & ARCHITECTURE LIBRARY, Level 1 Spencer Museum of Art 3020

Craig, Altenbernd, Lodwick, Snow

AUTOMATION OFFICE, Level 4 Anschutz 5530

J. Miller, Dryden, Eshelman, Reed

CATALOGING, Level 2 Watson (see staff list for phone #'s) 3038

Borton, Chapman, Clodfelter, K. Cook, DiFilippo, Dyal, Dyer, Gaeddert, Gottstein, Kottman, Landon, Lohrentz, Marvin, Mauler, Mullen, Pardue, Rake, Richardson, Rivera, Roach, Schmidt, A. Slater, G. Slater, Soddors, Stamm, A. Williams

Serials Cataloging, Level 2 Watson 3083

Wilson, Frye, Purdue, Rake, Slater

COLLECTION DEVELOPMENT, Level 2 Watson 3425

Ring

COPYING SERVICES, Level 4 Watson 4209

Shaw

DOCUMENTS/MAPS

Government Documents, 6001 Malott 4660/4662

Koeppe, R. Anderson, Orth-Alfie, Simmons, Starr, Warren

Map Library, Level 2, Anschutz Library 4420

Koeppe, Dienes

EAST ASIAN LIBRARY, Level 5 Watson 4669

all

ENGINEERING LIBRARY, Spahr Hall 3866

DeSart, Bales, Hermes, Miner

FACILITIES, Level 3 Watson

K. Miller 8989

HOWEY READING ROOM, 102 Summerfield 3404

Cherrie Noble 4461

KANSAS COLLECTION, 220 SRL 4274

S. Williams, Dandridge, Evensen, Fredericksen, Hawkins, Hollingsworth, Schulte, Welton

LAW LIBRARY, 200-A Green Hall 3025

Lung, Mon Lin, Acting Director

LIBRARY INFORMATION LINE, Level 3 Watson 3956

MAIL ROOM, Level 1 Watson 3080

Coburn, Unfred

MUSIC LIBRARY, 448 Murphy 3496

Cardell, Smith

PRESERVATION

Baird, Level 2 Watson 3568

Bindery Unit, Level 1 Watson 3753

Zygmunt

Marking Unit, Level 2 Watson 3049

Conservation Unit, Level 1 Watson 3753

PUBLICATIONS, Level 3 Watson 3378

Melton

REFERENCE & INFORMATION SERVICES 3347

Reference Offices, Level 3 Watson (see staff list for phone #'s) 3366

Graves, G. Anderson, DiFilippo, Harsh, Kirby, Love, Pierard, Rosenbloom (on leave FY97)

REGENTS CENTER LIBRARY 8570

12600 Quivira, Overland Park, KS 66206 (see staff list for phone #'s)

Burich, Christenberry, Dryden, Hojnacki, Klinke, Mellenbruch, Wolz

RETRIEVAL SERVICES, Level 2 Watson (see staff list for phone #'s) 3535/3476

R. Miller, Ballard, Bauer, Bonham, Cook, Copp, Cundiff, Froese, Gillespie, Hamilton, Hamlin, Holcomb, Jeffries, Lathrom, Leon, Lynch, Patterson, Rader, Sandberg-Grohe, Shartran, Spray, Traxler, Vernon

SLAVIC, Level 3 Watson 3957

Schaffner, Alexander, Husic

SPLAT, Level 3 Watson, (Dept. for Spain, Portugal, and Latin America) 3351

Krentz, Girardo

SPECIAL COLLECTIONS, 327 SRL 4334

Mason, Baker, Clement, Haines, Helyar, Hopkins, Hyde, Mitchell

FAXES

Administrative Office (All Watson NON-ILS) 5311

Anschutz Science Library 5380

Art and Architecture Library (ATTN: Art Library) 4608

Automation Office 5380

Engineering Library 5755

Government Documents 5154

Music Library (ATTN: Music Library) 5387

Periodicals 3915

Retrieval Services 3855

Regents Center Library 8573

Spencer Research Library (KS Coll, Spec Coll, Archives) 5803

Vice Chancellor Crowe (Strong Hall)

4863

DiFilippo, Paulette, LII-Cataloging/ (PDFILIPPO) 3038/8998
Doll, Victoria, LI-East Asian Lib. (VDOLL) 4669
Dryden, Jim, LI-Reg. Cen. Lib./Automation (JDYDEN) 8571/5530
Dyal, Diana, LAI-Cataloging (DDYAL) 8931
Dyer, Wanda, LAII-Cataloging (WDYER) 8914
Emde, Judith, LII-Science Lib. (JEMDE) 4931
Eshelman, Nicholas, LII-Automation (NESHELMAN) 5530
Evensen, Jennifer, Secretary I-KS Collection (JEVENSEN) 4274
Fredericksen, Lin, LAII-KS Collection (LFREDERICKSEN) 4274
Froese, Verna, LAI-Retrieval Services (VFROESE) 3535
Fry, Joy, LAIII-Serials Cataloging (JFRY) 8940
Gaeddert, Barbara, LII-Cataloging (BGAEDDERT) 8929
Gibbs, George, Asst. Dean-Admin. Office (GGIBBS) 8923
Gillespie, E. Gaele, LII-Retrieval Services (GGILLESPIE) 3051
Gilliland, Sandy, Asst. to Dean-Admin. Office (SGILLILAND) 8922
Girardo, Jill, Program Asst.-SPLAT (JGIRARDO) 3351
Goodyear, Marilu, Assoc. Dean-Admin. Office (MGOODYEAR) 3601
Gottstein, Terri, OAI-III-Cataloging (TGOTTSTEIN) 8928
Graves, Kathryn, LII-Ref (KGRAVES) 8993
Haines, Sally, LII-Special Coll. (SHAINES) 4334
Hamilton, Susan, LAII-Retrieval Services (SHAMILTON) 3535
Hamlin, Luceil, LAIII-Retrieval Services (LHAMLIN) 3535
Harsh, Bayliss, LAII-Reserve (BHARSH) 8991
Hawkins, Mary, LIII-KS Collection (MHAWKINS) 4274
Helyar, L. E. James, LIII-Special Coll. (JHELYAR) 4334
Hermes, Linda, LAI-Engineering Lib. (LHERMES) 3850
Hewitt, Susan, LAIII-Science Lib. (SHEWITT) 5533
Hojnacki, Jean, Program Assistant, RCL (JHOJNACKI) 8574
Holcomb, Gaby, LAII-Retrieval Services (GHOLCOMB) 3476
Hollingsworth, Nancy, LAIII-KS Collection (NHOLLINGSWORTH) 4274
Hopkins, Larry, Sec. I-Special Coll. (LHOPKINS) 4334
Hu, Marilyn, LAII-Science (MHU) 4928
Husic, Geoff, LII-Slavic (GHUSIC) 3957
Hyde, Ann, LIII-Special Coll. (AHYDE) 4334
Jaeger, Nancy, Asst. to the Dean-Admin. Office (NJAEGER) 8917
Jeffries, Carol, LAIII-Retrieval Services (CJEFFRIES) 3535
Jones, Chris, LAII-Access Services (CJONES) 8982
Kehde, Edward, LIII-Archives (NKEHDE) 4188
Kipp, Donna, LAII-Access Services (DKIPP) 8985
Kirby, Channette, LAII-Reference (CKIRBY) 8996
Klinke, Kelly, LAI, RCL (KKLINKE) 8419
Knox, Lorrie, LII-Science Lib. (LKNOX) 4931
Koepf, Donna, LII-Documents/Map Library (DOCSMAP) 4660
Kottman, Miloche, LAIII-Cataloging (MKOTTMAN) 8911
Krentz, Jana, LI-SPLAT (JKRENTZ) 3351
Lafferty, Kathy, Sec. II-Admin. (KLAFFERTY) 8924
Landon, Marilyn, LAI-Cataloging (MLANDON) 8978
Larsen, Doxie, LAII-Access Services (DLARSEN) 8984
Lasnier, Mark-LAI, Science Lib. (MLASNIER) 4928
Lathrom, Kathy, LAII-Retrieval Services (KLATHROM) 3476
Leon, Lars, LAII-Retrieval Services (LLEON) 3476
Lodwick, Malcolm, LAI-Art Lib. (MLODWICK) 3020
Lohrentz, Ken, LII-Cataloging (KLOHRENTZ) 8912
Love, Johnnie, LI-Reference/Diversity Lib. (JLOVE) 8994
Lynch, John, LAI-Retrieval Services (JLYNCH) 3535
Marvin, Bob, LAIII-Cataloging (BMARVIN) 8977
Mason, Alexandra, LIII-Special Coll. (AMASON) 4334
Mauler, Al, LAIII-Cataloging (AMAULER) 8933
Mellenbruch, Jennifer, Ext. Asst.-RCL (JMELLENB) 8571
Melton, Robert, LIII-Coll.Dev./Publications (RMELTON) 3378
Miller, John, LIII-Assistant Dean-Automation (SP05) 5530
Miller, Kent, LII-Access Services/Facilities (KMILLER) 8989
Miller, Mary, LAII-Reference (Temp.) (MAMILLER) 8997
Miller, Rachel, LII-Retrieval Services (RMILLER) 3078
Miner, Carol, LAII-Engineering (CMINER) 3866
Mitchell, William, LIII-Special Coll. (BMITCHELL) 4334
Mullen, Tahirih, LAII-Cataloging (TMULLEN) 8929
Neeley, James, LIII-Electronic Info. (JNEELEY) 3036
Neeley, Kathleen, LII-Science (KNEELEY) 4456
Noble, Cherrie-Howey Reading Room (CNOBLE) 4461
Orth-Alfie, Carmen, LAII-Documents (CARMEN) 4660

KU LIBRARY LISTSERVS

ACHOIR Retrieval Services Department
LIBADM-L Administrative Office Staff
KUBIB-L Bibliographers
KULALA-L ALA Conference Discussion List
KULCC-L Classified Conference
KULCEB-L Classified Executive Board
KULCIR-L Circulation Forum
KULD-L Dean's Staff
KULDIV-L Library Diversity Advisory Committee
KULEDU-L Library Education Discussion Group
KULFA-L Library Faculty Assembly
KULHUM-L Humanities Bibliographers
KULIB-L Library Staff (all those with email)
KULIF-L Library Instructional Forum
KULLAB-L Libraries PC Lab Assistants List
KULPAY-L Library Student Payroll Coordinators
KULPRS-L Preservation Liaison Listserv
KULREF-L Library Reference forum
KULSER-L Serials Advisory Group
KULSPA-L Library Space Committee
KULSS-L Super Space Committee
KULSTU-L Library Student Supervisors
LAC-L Automation Committee
LIBAID Automation Requests/Problems
LIBCOORD Library Coordinating Council
LIBPLN-L University Library Planning Discussion
LIBFIX Equipment/Facilities Problems
PUBHEADS Public Service Department Heads
SCILIB-L Science and Engineering Library Staff
WATCAT-L Cataloging Department (Watson)
WATLIB-L Watson Library Staff
WATREF-L Watson Reference Staff

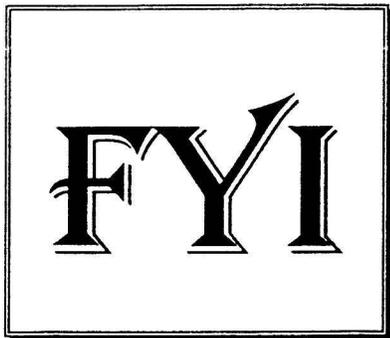
LIBRARY STAFF

Alexander, Maria, Prog. Associate-Slavic (MALEXANDER) 3957
Altenbernd, L. Jan, LAII-Art Library (JALTENBERND) 3020
Anderson, Gordon, LII-Reference (GANDERSO) 8999
Anderson, Roger, LII-Government Document (RANDERSON) 4660
Baird, Brian, LI-Preservation (BBAIRD) 3568
Baker, Mary Ann, LAII-Special Coll. (MBAKER) 4334
Bales, Tanya, LAII-Engineering (TBALES) 3866
Ballard, Karon, LAI-Retrieval Services (KBALLARD) 3535
Bauer, Lois, Acct. Spec.-Retrieval Services (LBAUER) 3476
Benedict, Sandra, Sec. II-Admin. (SBENEDICT) 3601
Bonham, Pamela, LAI-Retrieval Services (PBONHAM) 3476
Boose, Rhonda, Sec. to Vice Chancellor (RBOOSE) 4999
Borton, Richard, LAI-Cataloging (DBORTON) 8914
Bovee, Matthew, Asst. to the Vice Chancellor (MBOVEE) 8921
Bunch, Barry, Archivist I-Archives (BBUNCH) 4188
Burich, Nancy, LIII-RCL (NBURICH) 8575
Cardell, Victor, LII-Music Library (VCARDELL) 3496
Chapman, Kerry, LAII-Cataloging (KCHAPMAN) 8911
Christenberry, Faye, LI-Rgts Ctr Lib. (FCHRISTENBERRY) 8572
Watson Ref 8998
Clement, Richard, LII-Special Collections (RCLEMENT) 4217
Clodfelter, R. Katherine, LAII-Cataloging (KCLODFELTER) 8978
Coburn, Bruce, OAI-III-Mail Room (BCOBURN) 3080
Cook, Kristi, LAI-Cataloging (KCOOK) 3038
Cook, Muriel, LAIII-Retrieval Services (MCOOK) 8977
Copp, Linda, LAI-Retrieval Services (LCOPP) 3535
Couch, Sarah, LAIII-Periodicals/Microforms (SCOUCH) 8979
Craig, Susan, LIII-Art Library (SCRAIG) 3020
Crank, Richard, LAII-Science (RCRANK) 5532
Crowe, Bill, Vice Chancellor and Dean (WCROWE) 4999
Cundiff, L. Hope, LAII-Retrieval Services (HCUNDIFF) 3535
Dandridge, Deborah, LI-KS Coll. (DDANDRIDGE) 4274
DeSart, Mel, LII-Engineering (MDESART) 3854
Dienes, Jennie, LI-Docs(Map Lib.)/Science (JDIENES) 4420/4931

Owens, Brenda, LAII-Circulation	(BOWENS)	8988
Palmquist, Larry, Senior Lib. Auto. Analyst	(LPALMQUIST)	0218
Pardue, David, LII-Cataloging/Ser. Cat.	(DPARDUE)	8933
Patterson, Andrew, LAI-Retrieval Services	(MPATTERS@KUHUB)	3476
ard, Cynthia, LI-Reference	(CPIERARD)	8990
vell, Connie, LII-Science Lib.	(CPOWELL)	4931
Proctor, Jo Nell, Acct. II-Admin. Office	(JPROCTOR)	8918
Rader, Michelle, LAI, Retrieval Services	(MRADER)	3476
Rake, Nancy, LAIII-Cataloging	(NRAKE)	8978
Reed, Marianne, Systems Spec.-Automation	(MREED)	5530
Renew, Janet, LAII-Periodicals	(JRENEW)	8981
Richardson, John, LII-Cataloging	(JRICHARDSON)	8936
Ring, Richard, LII-Collection Dev.	(RRING)	3425
Rivera, Cynthia, LAI-Cataloging	(CRIVERA)	8915
Roach, Mary, LIII-Cataloging	(MROACH)	3046
Rosenbloom, Mary, LII-Ref.(on leave FY97)	(MROSENBLOOM)	8997
Samuelson, Gary, OAIV-Circulation	(GSAMUELSON)	8987
Sandberg-Grohe, Shelley, LAI, Retrieval Serv.	(BELLA@FALCON)*	3476
Schaffner, Brad, LII-Slavic	(BSCHAFFNER)	3957
Schmidt, Krista, LAI-Cataloging	(KSCHMIDT)	8928
Schulte, Becky, LII-KS Collection	(BSCHULTE)	4274
Shartran, Stephen, LAI-Retrieval Services	(SSHARTRAN)	3476
Shaw, Lisa, OAIV-Copying Svcs	(LISHAW)	4209
Simmons, Kendall, LAIII-Documents	(KSIMMONS)	4660
Slater, Alex, LAII-Cataloging	(JASII)	8930
Slater, Geraldine, LAII-Cataloging	(GSLATER)	8930
Smith, James, LAII-Music Library	(JSMITH)	3496
Snow, C. Ann, LAI-Art Library	(ASNOW)	3020
Sodders, Daniel, LAI-Cataloging	(DSODDERS)	3038
Spray, Tina, LAII-Retrieval Services	(TSPRAY)	3535
Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	8977
Starr, Ingeburg, LAII-Documents	(ISTARR)	4660
Swartz, Denise, Acct. Spec-Admin. Office	(DSWARTZ)	8919
Taylor, Toni, LAII-Science Lib.	(TTAYLOR)	5532
Traxler, JoAnna, Acct. Spec.-Retrieval Services	(JTRAXLER)	3476
fred, Angella, OAII-Mail Room	(AUNFRED)	3080
non, Carol Ann, LAII-Retrieval Services	(CAVERNON)	3535
Warren, Mary Lou, LAIII-Documents	(MWARREN)	4660
Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Welton, Kristin, Photo Archivist-KS Collection	(KWELTON)	4274
Williams, Annie, LII-Cataloging	(AWILLIAMS)	8913
Williams, Sherry, LIII-KS Collection/ Archives	(SWILLIAM)	4274
Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3083
Wolz, Lyn, LI-Regents Center Lib.	(LWOLZ)	8572
Woodruff, Barbara, Off. Spec.-Admin.	(BWOODRUFF)	8916
Zygmunt, Elzbieta, LAI, Bindery	(EZYGMUNT)	3753

PROGRAMMERS (COMPUTER CENTER)

Susott, Gary	(SP46)	0203
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The University of Kansas Libraries

Number 1400

May 8, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

SEARCH COMMITTEE APPOINTED

As a result of the failed search for a Head of Reference, Marilu Goodyear began conversations with staff of the Reference Department, Access Services Department and the Regents Center Library, and with the Libraries Coordinating Council, to discuss leadership issues. Following these discussions, Marilu Goodyear has created the position of "Assistant Dean (Information Services)". This position will be responsible for providing leadership for the organization and management of public service units in Watson Library (described above) as well as the Regents Center Library. A search committee has been appointed and is currently reviewing a draft vacancy announcement. Copies of the position announcement is expected to be available later this month, after the Committee completes its work and at such time as the position is advertised.

Search committee members are: Brad Schaffner, Chair; Nancy Burich; Sarah Couch; George Gibbs; Kathy Graves; Kent Miller; Cindy Pierard; and Sandy Gilliland, ex officio.

Sandy Gilliland

INSTRUCTIONAL SKILLS WORKSHOP

If anyone would like a copy of the proceedings from the Instructional Skills Workshop that was held on April 15, by the Instruction Council, please contact Doxie Larsen at Watson Circulation, (4-8984).

Doxie Larsen

PHONE LIST UPDATES

John Miller has a single-line phone (3894) with voice mail. Please update your staff phone list. Thanks.

Sandra Benedict

ATTACHMENTS

Minutes: LFA Exec, 4/14/97, 4/28/97; LFA Ad Hoc Committee on Research, 4/9/97, 4/15/97; PRC 3/27/97, 4/17/97; SDC, 4/1/97; Special Meetings on Library Space Issues, 3/12/97, 3/21/97.
Instructional Implications of Implementing the ERL; On the Importance of Diversity in University Admissions

LFA Exec minutes for April 14, 1997

Present: C. Pierard, B. Schulte, G. Gibbs, B. Schaffner, K. Lohrentz.

Absent: M. DeSart, J. Girardo.

Minutes.

Minutes of the Ad Hoc Committee on Research for Feb. 25 and April 4 were reviewed.

Minutes of the Staff Development Committee for March 11 were reviewed.

Minutes of the Planning and Resources Committee for March 20 were reviewed.

Minutes of LFA Exec for March 31 were revised and approved.

Announcements from the Chair.

- Becky has received a copy from Marilu of memberships on administrative committees and has forwarded a copy to Jill. A number of additional committees were identified for inclusion.
- Becky reported on her meeting with Dean Crowe. Bill wanted to know if a survey of LFA membership had ever been done to identify issues that are of concern to them. Exec members were not aware of any such survey having been done in the past.
- The last meeting of the Senate Library Committee meeting was held March 18. The final report was due to SenEx by April 1.

Strategic Planning.

Marilu announced at Coordinating Council that the Library will be embarking on a new strategic planning mission. This is in part being driven by the University planning process, for which the Libraries will be asked for information. She outlined steps that we will be going through, including a mission statement, vision statement, and an "environmental scan." A two-day retreat including about 30 Library staff is being considered.

Next LFA Exec meeting will be held Monday, April 28.

Submitted by Ken Lohrentz, LFA Secretary.

LFA Exec Minutes for April 28.

Present: B. Schulte, M. DeSart, C. Pierard, G. Gibbs, J. Girardo, K. Lohrentz.

Absent: B. Schaffner.

Guest: R. Melton (for CESR report only).

CESR Report .

Rob handed out copies of the CESR report, "General Principles Regarding Service and Scholarly Activity". He pointed out that an appendix, pertaining to exhibits and checklists, will be provided later. He reported that compiling the report took considerable time and was a difficult assignment.

Minutes.

LFA Exec minutes for April 14 were revised and approved.

Planning and Resources Committee minutes for March 27 were reviewed.

Planning and Resources Committee combined minutes for March 12 and March 21, titled "Special meeting on Library Space Issues" were reviewed. Questions will be referred back to the chair of PRC before the minutes are released for publication.

Ad Hoc Committee on Research minutes for April 9 were reviewed.

Announcement from the Chair.

Becky announced that she will not be able to attend the monthly meeting with Bill and Marilu. She has asked Mel as Vice-Chair to attend in her place.

Nominating and Ballot Report.

Jill reported as chair of N&B that the nominations process for LFA was working well. Members who were nominated by colleagues were called, with positive results obtained. There were also several self-nominations. The ballot for the LCPT election will be distributed tomorrow and will be due May 9. N&B will meet the following Monday to tabulate the results, after which a second ballot for CESR and LFA Exec will be prepared and distributed.

Jill raised a question for clarification of the wording in section 3.1.1 of the LFA Code. The question raised is whether someone is eligible to serve in another office on LFA Exec before the two-year waiting period for previous service is concluded. The Code is unclear on this point. The issue will be placed on the agenda for the General LFA meeting to be held in the spring.

Other questions on eligibility involving half-time appointments were also discussed.

Unsolicited Research Fund Requests.

The Ad Hoc Research Committee had forwarded two requests to Bill Crowe for research funding. Marilu then referred the matter to Exec, and Becky forwarded Marilu's e-mail message to Exec members. Questions were raised as to the guidelines for expenditure of these funds, as well as who is eligible to apply for them. The issue will be discussed further next week.

Agenda items held over for next week.

CESR Report : General Principles Regarding Service and Scholarly Activity
Ad Hoc Research Committee Final Report
Unsolicited research fund requests.

Next meeting will be **Monday, May 5.**

Submitted by Ken Lohrentz, LFA Secretary.

LFA Ad Hoc Committee on Research

Minutes

4/9/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Reviewed minutes from a previous meeting.

Reviewed and corrected a second draft of the "Charge to the Committee on Research and Scholarly Activities" prepared by Brad Schaffner.

Brad Schaffner distributed copies of a second draft of the *ad hoc* Committee's final report which incorporated changes suggested by committee members.

Reviewed and corrected a draft of the guidelines for the distribution of the research funds set aside by Dean Crowe. A second draft will be prepared for the next meeting along with a draft version of a form that will be used to request funds.

Next meeting will be April 15, 1997.

—Recorded by Brian Baird

LFA Ad Hoc Committee on Research

Minutes

4/15/97

Present: Brad Schaffner (chair), Brian Baird (secretary), Kathleen Neeley, John Richardson.

Reviewed minutes from a previous meeting.

Reviewed and corrected a final draft of the "Charge to the Committee on Research and Scholarly Activities" prepared by Brad Schaffner, and approved the motion to send the charge to the LFA Executive Committee.

Brad Schaffner distributed copies of a final draft of the *ad hoc* Committee's final report which incorporated changes suggested by committee members and approved the motion to send the final report to the LFA Executive Committee.

Reviewed and corrected a second draft of the guidelines for the distribution of the research funds set aside by Dean Crowe. The committee approved the motion to send the guidelines, as a draft, to the LFA Executive Committee.

Discussed another proposal from an LFA member who requested funds to cover expenses that will be incurred as part of a research project. Although the guidelines for these funds have not been established, the *ad hoc* Committee on Research felt this kind of a request was a good use of the \$2,500 in funding set aside by Dean Crowe to support research and scholarly activities and will recommend that the Libraries' Administration consider funding this request.

— Recorded by Brian Baird

Planning & Resources Committee Meeting Minutes

March 27, 1997, 10:30-11:30 am

Present: G. Anderson, P. Difilippo, V. Doll, J. Emde, L. Fredericksen

Minutes

The minutes of the March 20, 1997, meeting were reviewed and approved.

Review of the Libraries Strategic Plan (cont.)

Having finished reviewing Vicki's summary of progress in FYs 1994-1996 of the Libraries' Strategic Plan at our March 20 meeting, at today's meeting we discussed how to organize the results of our review. Basically, our review will note

- Those projects completed between FY 1994 and FY 1996
- Those projects still ongoing
- Those projects not yet begun, or stalled
- PRC comments on where to proceed from here and propose those projects to be carried over to the next strategic plan.

Vicki has her summary on disc; Lin will compile the first three sections; Paulette will write the narrative to the fourth part (PRC comments, proposals)

Review of PRC charges

Space meetings. We will consolidate our notes from the two meetings into one report. Judith and Paulette will review Gordon's March 21 summary and add necessary text.

Open meetings on the budget. We suggest that Dean Crowe make the final FY 1998 budget the topic of one of his open forums in May or June.

Space planning. We defer to the Special Task Force on this one.

Planning notebooks. This project is stalled because we cannot get the text loaded onto the LAN.

Strategic plan. Ongoing.

Library restructuring. This is a moving target, one hard to monitor or discuss. We will review Marilu Goodyear's restructuring document.

Next meeting

Thursday, April 17, 1997, 10:30 am., ASL Conference Room.

Gordon Anderson, Secretary
Planning & Resources Committee

Planning & Resources Committee Meeting Minutes

April 17, 1997, 10:30-11:50 am

Present: G. Anderson, V. Doll, J. Emde, L. Fredericksen, S. Hewitt, N. Jaeger

Minutes

The minutes of the March 27, 1997, meeting were reviewed and approved as amended. Also, we reviewed the minutes from the March 12 & 21 meetings on space planning issues and will forward them to Dean Crowe for his review. Following Dean Crowe's review (and emendations) a clean copy will be forwarded to LFA Exec for their- review.

Review of the Libraries Strategic Plan (cont.)

We discussed the implications of the Library undertaking another intensive strategic-planning in the midst of a major systems overhaul, recognized staff shortages, and several vacancies in key managerial positions extant and proposed.

Lin presented us with a clean copy (i.e., cleaning up all of our emendations) of Vicki's review of the FY 1994-1996 Strategic Plan, which we reviewed once more. We discussed, but did not firmly conclude, where to proceed from here.

Next meeting

Thursday, April 24, 1997, 10:30 am., Place TBA.

Gordon Anderson, Secretary
Planning & Resources Committee

Special Meetings on Library Space Issues
March 12 & 21, 1997
Watson and Spencer Libraries
Combined Minutes

Judith Emde, chair of the Planning & Resources Committee, opened the meeting by welcoming all those in attendance and then turning the meeting over to Dean Crowe.

Dean Crowe began by explaining briefly the background to this meeting. Library space needs are not a new issue to this university. But the need for Bill and Matt's slide-presentation to university officials has a current imperative. It had recently been reported to Dean Crowe that there had been informal questions about the Libraries need for all the space in Budig Hall intended for Library use.

The Dean believes it is crucial that University officials always understand the Libraries' current space-shortage problems and the longer-term issues of providing adequate space for collection growth, preservation, maintenance, and service. Hence, he and Matt Bovee put together a presentation for the working group of vice chancellors and deans & directors which meets regularly. This presentation was directed at showing the group the serious problems which remain hidden to most library users but which need to be addressed both in regard to the Libraries' current mission of service to the University and within the context of the University's master plan for the next ten to twenty-five years.

Most members of the Library Task Force on Space Issues were present to listen to questions. Their role was discussed in more detail.

The Dean's presentation began with slide views of KU's fine library exteriors and their contrasting book-stacks interiors. Credit and applause goes to Al Mauler for a thorough job of setup and photography. The presentation includes the materials in remote storage at JR Pearson in order to point out to the audience that the Libraries are already over capacity.

These pictures contrasted the crisp, orderly, and aesthetic outside appearance of many of these buildings with the inside reality of saturated shelves difficult to approach, utilize, and maintain. Particular emphasis was given to illustrating optimal shelf size (50%) and comparing that with maximum working capacity (85%) and full capacity (95-100%). Slides also showed the large number of books acquired on average every few days.

By focusing on shelf capacity Dean Crowe wanted to emphasize several points:

- * acquisitions continue in large numbers; digitized or other electronic media will not anytime soon replace printed books and journals in any significant degree

- * the Library must keep the stacks at significantly less than full capacity in order to accommodate voluminous circulation returns and large number of new acquisitions
- * seating and study space for users must be provided -- both for individuals and for groups (e.g., study rooms). Instruction activities must also have adequate space
- * we must talk about materials and people when addressing space needs. Both are threatened by space shortages
- * remote storage is a less optimal solution because it makes access to materials more difficult and can harm the materials if they are shunted around the campus
- * one can glibly express these needs numerically in linear measure units: the Library needs almost two linear miles of new shelving each year to hold current acquisitions; the Libraries' collections could cover up the Campanile umpteen times over; the collections stretch between the Alumni Center and the XΩ Fountain two and one half times, *et sim.*
- * some staff areas are lacking in appropriate lighting and furniture

The Dean noted that officials on campus are increasingly aware of the Library's space needs, and his and Matt's presentation has raised awareness even higher. The University will be putting up two and one half million dollars of its own money (i.e., not a special appropriation from the Legislature) toward finishing the space in Budig Hall for the Library. This will, however, be only a bare-bones job. It would cost much more to finish this area fully.

The Library Task Force on Space Issues is working on reports as the basis of presenting the Library's space needs and issues to the University for the latter's comprehensive plan.

On this same subject, Dean Crowe told us that the Robert J. Dole papers, which fit into more than three thousand boxes, will be arriving very soon to the Spencer Research Library. They can fit into Spencer basement, but they will take up all remaining space there. There is serious talk about creating a free-standing building to house these papers and to provide related facilities for study, discussions, and the like.

Questions followed (Dean Crowe's response is indicated by a hyphen [-])

What needs to be finished on the bottom two floors of Budig?

- Presently only electricity for lights is available. Equipment will have to be lowered through a skylight to the second floor.

The old post office building on 7th Street was mentioned as a site to store the JRP material. Is that an option?

- No, the building is old and not flexible environmentally for the JRP materials.

Will computer wiring be part of the \$2.5 million allocation?

- It will be decided later what the money will pay for.

Are there plans to involve the faculty and library staff to choose what materials are housed in Budig?

- Presently, the Task Force on Library Space is charged with providing options to take to the University community.

Could the bottom floor of Budig become a permanent "dumping ground"?

- No.

If Government Documents moves to Budig, will the Libraries keep the Malott space?

- Do we want to? The 6th floor space does not provide a good environment for library collections. The science departments want the space.

How much weight will the two floors hold in Budig? Will they hold compact shelving?

- Yes, both floors will hold the weight.

What are the libraries' plans for digitizing?

- Once we have the infrastructure in place, we could contribute to **Jstor** [*Journal Storage Project* -- www.jstor.org (ga)], a special journal-digitizing project organized by Mellon Foundation. There are problems associated with such projects, like securing complete sets and the cost of labor to scan material.

Do we want to create space for material that may have been replaced by another forum such as a site on the Internet?

- Libraries will not pitch anything. Retire, but don't bury.

The libraries presently hold older materials not relevant to the academic programs on campus, e.g. clinical medicine journals, which are not unique materials and readily available at nearby libraries. Can't this material be de-accessed from our holdings?

- No. This material may be needed in the future for research. If a permanent home might be secured, e.g., the Center for Research Libraries, perhaps ...

A comment was made regarding storage needs for items such as computer equipment and boxes.

Will a finished Budig Hall become temporarily a storage area before the Documents Library moves?

- With luck, Budig Hall will be finished just in time to receive the JRP storage materials.

This seems to be a perverse use of prime campus real estate.

- But it further illustrates the seriousness of the Library's space needs.

[Some related comments by the Dean]

- When constructing new library space facilities, we must comply with Americans with Disabilities Act (ADA) mandates, for example, leaving at least one yard of space between rows of shelves. Budig Hall will have to comply with these requirements. (Anschutz Science Library was finished shortly before the new regulations came into force.)
- Compact shelving has its limitations: it is not good for an actively used collection; most floors other than a ground floor probably cannot hold compact shelving; and it makes it more difficult to comply with ADA requirements.
- There is concern that the general consensus to support library space needs is not as high as twenty years ago. The "New Received Wisdom" says that the book is obsolescent and that electronic storage of some will replace printed pages, with obvious relief to libraries. The reality is, however, quite different.
- The preservation of older materials is also a serious issue, one which may have even less general understanding and support. Decay, abuse, and theft are serious threats to library collections.

Are we looking at a West Campus depository?

- Yes. The Dole Collection may find a home on the West Campus [but not in a depository].
- The challenges to resolving Library space issues are daunting, in the face of low public and governmental support for public institutions. There are many worthwhile capital-funding projects proposed around campus (*e.g.*, a \$54 million undergraduate science building) for new facilities and renovation of existing facilities. Even solid facilities like Spencer Research Library need a significant renovation of the ventilation systems, roof, and the elevator, for example. All these worthwhile proposals and projects and needs compete.

The Dean and Susan Craig, chair of the Library Task Force on Space Issues, urged staff to read the Task Force's minutes in FYI (and on e-mail) and to let the members know of questions, comments, and ideas.

Gordon Anderson, Secretary
Planning & Resources Committee

On the Importance of Diversity in University Admissions

On April 14, during its annual spring meeting in Washington, D.C., the Association of American Universities adopted a statement that expresses strong support for continued attention to diversity in university admissions.

The Association of American Universities consists of 62 leading North American research universities. These institutions are represented at the association's meetings by their president or chancellor.

The text of the statement that was adopted April 14 is reproduced below.

For some time, the consideration of ethnicity, race, and gender as factors in college and university admissions has been strenuously discussed both within and outside of the academy.

The public debate about the goal of diversity, as well as affirmative action; the 1995 decision of the Regents of the University of California to discontinue any special consideration of ethnicity, race, and gender as factors in admissions; the passage of Proposition 209 in California; and the *Hopwood* ruling of the Fifth Circuit Court of Appeals have all combined to create substantial uncertainty about the future representation of minority students within our student bodies. Special efforts to identify and enroll women—particularly but not only in fields such as mathematics, the physical sciences, and engineering—may also be affected.

As members of the Association of American Universities, we therefore want to express our strong conviction concerning the continuing need to take into account a wide range of considerations—including ethnicity, race, and gender—as we evaluate the students whom we select for admission.

We speak first and foremost as educators. We believe that our students benefit significantly from education that takes place within a diverse setting. In the course of their university education, our students encounter and learn from others who have backgrounds and characteristics very different from their own. As we seek to prepare students for life in the twenty-first century, the educational value of such encounters will become more important, not less, than in the past.

A very substantial portion of our curriculum is enhanced by the discourse made possible by the heterogeneous backgrounds of our students. Equally, a significant part of education in our institutions takes place outside the classroom, in extracurricular activities where students learn how to work together, as well as to compete; how to exercise leadership, as well as to build consensus. If our institutional capacity to bring together a genuinely diverse group of students is removed—or severely reduced—then the quality and texture of the education we provide will be significantly diminished.

For several decades—in many cases, far longer—our universities have assembled their student bodies to take into account many aspects of diversity. The most effective admissions processes have done this in a way that assesses students as individuals, while also taking into account their potential to contribute to the education of their fellow-students in a great variety of ways. We do not advocate admitting students who cannot meet the criteria for admission to our universities. We do not endorse quotas or “set-asides” in admissions. But we do insist that we must be able, as educators, to select those students—from among many qualified applicants—who will best enable our institutions to fulfill their broad educational purposes.

In this respect, we speak not only as educators, but also as concerned citizens. As presidents and chancellors of universities that have historically produced many of America's leaders in business, government, the professions, and the arts, we are conscious of our obligation to educate exceptional people who will serve all of the nation's different communities. The evaluation of an individual applicant to our universities cannot, therefore, be based on a narrow or mainly “statistical” definition of merit. The concept of merit must take fully into account not only academic grades and standardized test scores, but also the many unquantifiable human qualities and capacities of individuals, including their promise for continuing future development. It must include characteristics such as the potential for leadership—especially the requirements for leadership in a heterogeneous democratic society such as ours.

We therefore reaffirm our commitment to diversity as a value that is central to the very concept of education in our institutions. And we strongly reaffirm our support for the continuation of admissions policies, consistent with the broad principles of equal opportunity and equal protection, that take many factors and characteristics into account—including ethnicity, race, and gender—in the selection of those individuals who will be students today, and leaders in the years to come.

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Case Western Reserve University	Rutgers, The State University of New Jersey	University of Minnesota, Twin Cities
The Catholic University of America	Stanford University	University of Missouri, Columbia
Clark University	Syracuse University	University of Nebraska, Lincoln
Columbia University	Tulane University	University of North Carolina, Chapel Hill
Cornell University	University of Arizona	University of Oregon
Duke University	University at Buffalo-State University of New York	University of Pennsylvania
Emory University	University of California, Berkeley	University of Pittsburgh
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THE ASSOCIATION OF AMERICAN UNIVERSITIES

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Instructional Implications of Implementing the ERL

-a discussion/demonstration sponsored by the Library Instruction Council with the assistance of John Miller, Assistant Dean of Library Automation

Friday, April 18 10:00-12:00

Conference Room A

Cindy opened by re-stating the purpose for the discussion, namely that the Instruction Council has been charged by Coordinating Council to examine the instructional implications of bringing up non-DOS versions of the ERL server and to work on the development of instructional materials for library patrons. She hoped this meeting would provide a forum for library staff to raise questions or concerns that they had concerning help screens, database access, timetable for implementation, etc.

John Miller gave a quick overview and demonstration of what he felt would be the three most commonly used ERL clients: the Telnet client, the Windows client (WinSPIRS), and the World Wide Web client (WebSPIRS).

Following the demonstration, everyone was invited to ask questions. A rough transcription follows.

•A "Dominant" ERL Client

Cindy asked John which client he thought we would be using in the Libraries. John said that within the Libraries we would probably install WinSPIRS and later the *Virtua* client software as well. Outside the Libraries, we will probably promote use of WebSPIRS so Automation Department staff don't have to load the client software onto faculty computers, etc. However, we can also make the WinSPIRS and MacSPIRS clients available to people via anonymous FTP. Obviously, if someone has an old 286, we would recommend the VT100 client.

•Timetable for Installing Upgraded Public PCs

Cindy then asked what the timetable would be for installing new PCs for the public since many of the current machines cannot run Windows. John said he hoped that LAN terminals could be upgraded this summer. It is unlikely that the OCAT terminals will be replaced until we are ready to implement *Virtua*.

•Links to Our Holdings

George asked about the possibility of linking ERL databases to our holdings. John said that this could be a possibility with title matches, but that this would only go so far as to let a patron know if we held the title--it would not be issue-specific. If users were searching the ERL with the *Virtua* client, we should be able to make the link, but the problem is that links are generally created by matching up ISSN numbers and many of our older serials records lack ISSN numbers. We would need to create a file for the ERL to use in much the same way as we have with UnCover. The file would not automatically interact with *Virtua* unless we were searching using the *Virtua* client.

•E-Mailing Records

Mary Miller wondered if users would be able to send records to their e-mail accounts if they were using WinSPIRS. John said that this option is currently available to WebSPIRS users only, but he thought it was getting some consideration based upon several recent discussions on the ERL users listserv. No promises have been given in terms of making this as a future WinSPIRS feature.

•Duplicate Records and Multiple Databases

Geoff Husic noted that when he was running some test searches on multiple databases he found several duplicate records. Shouldn't these be filtered out somehow? John agreed that there should be some way to do this since all records would have unique item numbers, but he didn't know why this was happening. We should ask SilverPlatter.

•*Distinguishing the Results of one Database from Another When Searching Multiple Databases*

Vic Cardell asked how patrons could determine which records were coming from a particular database. John demonstrated that the results are grouped by database and that the database from which the records came appears at the beginning of each group of results.

•*Controlling "Default Display" of Database Fields*

Rob mentioned that when he had searched *MLA*, he was troubled to notice that the descriptors did not seem to be included in the default display. Cindy said that she had noticed this (and heard about it from other staff members) as well and thought it could present a significant problem both for us and our patrons. John said he thought we could control which fields are displayed just as we are able to do this with our current SilverPlatter databases and that he would look into it. Cindy mentioned that Nicholas seemed to have found a way to do this with the PCSPIRS client and that this seemed like a hopeful sign.

•*Using the Language Options*

Gordon Anderson wondered if it would be possible to use the language field to retrieve records that were non-English, but that were not in any particular language (say, one wanted to find French, Russian, and Chinese records only). We experimented with the language field and found that it was pretty goofed up. It did not seem possible to select more than one language at a time. Also, there seemed to be little vocabulary control when it came to the descriptions of the languages (for example, "nonEnglish" and non-English" are both choices, but neither seems to work. "Norse," "Norway," and "Norwegian" are all options as well). Rob noted that in the case of *MLA* that the pre-1980 records are very rudimentary and often contain incorrect field coding. We speculated that this was likely to be true of other databases since so many index sources rely on volunteers to create the records. It may not be something that SilverPlatter can correct if the problem is with the inconsistency in the databases themselves.

•*Configuring Buttons*

Vic Cardell wondered if buttons (placement of, icons/names of) could be locally configured. John said that this would not be possible. They are part of the SilverPlatter product.

•*Publicity Considerations*

Rob asked the group to consider when we should begin our publicity campaign for not only the ERL, but the entire KUILS system. John suggested that we could begin publicizing Web access to the ERL quite soon as many faculty could begin testing the system right away. In terms of a broader introduction he suggested that we think of system upgrades as an ongoing process and that we need to find a way to keep patrons aware of changes, but to let them know that these will always be happening.

Several people mentioned that a Web page might be one good medium for doing this type of publicity and Johnnie Love asked about the status of the proposed "Library Web Site design team" (an item that has been on the CC agenda for months). John agreed that this was needed, but felt that Automation Department staff as currently configured cannot really provide support for the development of a Libraries' Web site. He felt that a designated staff person was needed to act as "Web Master," but such a person has not yet been identified. He said that this decision would ultimately have to come from Marilu.

Rob suggested the possibility of publishing a regular Library newsletter, in which a system news column could be a regular feature, as another publicity strategy.

Rob also wondered when we should start using the name KUILS since all of the system would not be before the public at the same time. After all, all of our networked information sources are a part of KUILS, but some (such as the ERL) will be ready before others (such as *Virtua*). The group felt that we need to start introducing KUILS as a broader concept, but to explain that it will have many components, not all of which will emerge at the same time. After all, this is something that many libraries are coping with. We need to get our patrons used to this idea.

Cindy said that these were instruction concerns as well. We want people to be aware of the changes that are going on, particularly so that faculty are not caught unawares when they write library assignments and such. She liked the idea of a Web page, but thought that providing multiple types of consistent communication with patrons would be critical. She also raised the question of changes that would need to be made to existing database Brief Guides when the ERL makes its debut. Perhaps we should move away from guides that stress a product-specific approach (*EconLit*, *Newspaper Abstracts*, etc.) and migrate to interface-specific guides (ERL, ProQuest, etc.). The Regents Center staff have already been experimenting with this approach and we looked at some examples of guides that they had mounted on their home page. We will also need to train users to use online help more often.

•*The Future of DOS-Based Resources*

Gordon wondered how much longer we would be using DOS-based versions of databases, etc. John said that it would probably be doing this for longer than we'd like, partially because of larger campus computing problems. There are simply not enough newer machines on campus that are capable of handling Windows-based programs.

•*The "Back to Search" Button*

Cindy relayed a question from Geoff (who had to leave early) about the "Back to Search" button that appears on the screen when searching on WebSPIRS. Is it supposed to take you from an individual record to the listing of records retrieved? Or, will it take you back to the "search screen" on which you type your search terms? It seems to do both. John demonstrated that since the search screen is a part of the results display--usually appearing at the top or bottom of the display--it may seem as if this button takes you there instead of your listing of records. Really, it takes you back to the listing of records. If you want to edit your search you can always return to the search screen by clicking on the flashlight icon or the "jump to search" hot link.

•*Enlarging Icons*

Cindy asked about the possibility of enlarging some of the icons (Web version) or text (Windows version) that appear on the results display and remind you of what database you've searched. They are pretty small and people may not notice which results come from where. John said we could certainly ask about this, but it was not within our control.

•*Changing the Background on WebSPIRS*

Vic asked about changing the background display on WebSPIRS. It is somewhat distracting and can make reading a bit of a challenge. John said that this could be a possibility.

Cindy thanked everyone for attending and agreed to type up a copy of the Q & A session for inclusion in *FYI*. She thought the information would be useful to the Instruction Council and she and John agreed that this session could form the basis for a list of desiderata that we could send to SilverPlatter.

Minutes
Staff Development Committee
April 1, 1997

Present: Deborah Dandridge, Evelyn Constance Powell, Vickie Doll, Victor Cardell, Kristi Cook, Al Mauler, Sandy Gilliland

Minutes: The minutes of the previous meeting were read and approved.

Travel Requests: Four requests for travel reimbursement were approved. Margaret Wilson will attend NASIG (North American Serials Interest Group) May 29th-June 2nd in Ann Arbor. Brad Schaffner will attend the 7th Annual Slavic Librarians Conference June 19th-21st at the University of Illinois at Urbana. Brad Schaffner will attend ALA June 26th-July 2nd in San Francisco. Kathleen Neeley will attend KCAA (Kansas City Area Archivists Education Seminar) April 12th in Independence, MO.

Programs: Deborah noted that the Cultural Feast was an outstanding success. Al commented that he received great help for the March 14th *Soaring to Excellence* telecommunications program. This Friday April 4th is the last *Dancing with Change* telecommunications seminar, and April 11th is the last *Soaring to Excellence* seminar.

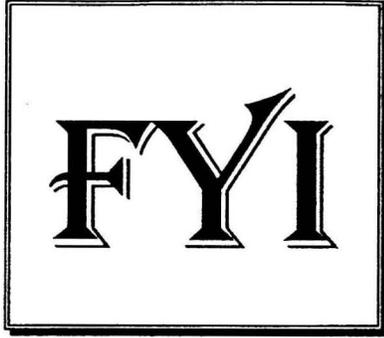
Sandy reported that Kansas State University was having Mary Jennerich speak on "Your role in workplace change." She asked if the committee would like to invite her to speak here as well. The committee will consider this. For the rest of this year SDC will sponsor the Travel Seminar and cosponsor the Disabilities Seminar.

There was some discussion about our programs for next year which are on the topics of Career Change and Copyright.

Next Meeting: The next meeting will be on Tuesday April 22nd.

The meeting adjourned at 10:15.

Evelyn Constance Powell



The University of Kansas Libraries

Number 1402

May 22, 1997

* * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * *

"Consortial Leadership: Cooperation in a Competitive Environment:" A Report on the May 1997 Meeting of the Association of Research Libraries

Background

This 130th semi-annual meeting of the ARL was hosted by the University of New Mexico, Albuquerque. The program theme was selected by ARL President Gloria Werner, UCLA.

The theme is premised on the truism that research libraries and the institutions they serve operate in an environment of both competition and cooperation. Also, an increasing number of organizations are competing with libraries in the provision of information services, even as libraries take on new information provider roles.

Within their own institutions, libraries compete with other units for resources, technologies, and recognition, just as universities compete with each other for faculty and students, as well as for public and private funding. Within this competitive context, however, cooperation can often be politically expedient, as administrative and funding sources look favorably on those who propose to leverage their resources by working together.

The library literature is replete with references to cooperative projects, collaborative programs, and consortial development. These programs first involved the cooperative acquisition and sharing of physical resources, e.g., books and copies of articles. Next followed the development of shared catalogs and bibliographic systems. More recently, libraries have adapted their expertise in collaboration to take advantage of the increasing number of electronic information resources and the expanding network infrastructure. Research libraries, in particular, have been and continue to be important participants in local, regional, and national consortia. In spite of this rich experience, there is no commonly accepted definition of consortia. For purposes of this meeting, consortia are defined as two or more institutions engaged in a mutually interdependent relationship. In some cases, they present opportunities but no requirement to reallocate local resources. In most cases, they imply some loss of local autonomy.

Leadership, difficult at best in a single institution, becomes more complex when working in a consortial environment. Negotiating multiple priorities and conflicting allegiances with partners of differing levels of resources and expertise creates a unique set of challenges. The exercise of leadership from staff throughout the library becomes much more important, especially as the varied constituents of the libraries demand "more for less." Reconciling these multiple interests poses a predicament. What kind of leadership is most effective in an arena that necessitates leveraging local strengths to maximize the

benefits of interdependency? This program explored the leadership challenges posed by the juxtaposition of cooperation and competing priorities.

Meeting Overview

The ARL Board (of which I am a member) and ARL committees (I continue to serve on the Committee on Statistics and Measurement) met on Tuesday and Wednesday, May 13 and 14.

On Wednesday evening, ARL hosted a reception at the Albuquerque Museum in Old Town. The Museum features both traditional and contemporary art and history of the region and a fine Sculpture Garden. A primary purpose of the reception was to welcome new directors.

The meeting program proper began on Thursday, May 15, with a keynote by David Campbell, Smith Richardson Senior Fellow at the Center for Creative Leadership. He set the context for the meeting by defining leadership and the tasks and characteristics central to it. Dr. Campbell provided a framework for confronting the challenges of leading our libraries in an environment where local priorities must be guided by external expectations.

Program Session I opened with Gilbert Merckx, Director of the Latin American Institute, University of New Mexico, discussing collaborative efforts in organizations outside of libraries. Professor Merckx provided helpful insights on leadership style and leadership methods endemic to cooperative projects involving universities and the federal government, including some of the possible pitfalls and successes.

Explaining a critical metamorphosis, Thomas Garcia, Director for Institutional Development, Los Alamos National Laboratory, then highlighted the transformation of a government laboratory heavily involved in the defense sector to an organization that aims at a Baldrige level of performance that will challenge its private sector partners. The lab is reinventing itself using strategies of partnership and collaboration, tactical planning, and communication.

The Art Museum Image Consortium (AMICO) was formed recently to administer collectively the educational licensing of the digital intellectual property of North American museums. Maxwell Anderson, Director, Art Gallery of Ontario and Director, Art Museum Network, closed this phase by discussing how the group was developed and how the arts community views consortia as an approach to address licensing issues.

Program Session II centered on the importance of diversity in building cooperative relationships. Evelyn Hu-DeHart, Chair, Department of Ethnic Studies, University of Colorado, provided a keynote overview of how different groups in the United States have come together for common goals. Joseph Montoya, Principal Planner, Community Development Division, City of Santa Fe, and Steven Bruger, Executive Director, Tierra Contenta Corporation, addressed the community partnership activities that have characterized success for the Santa Fe Affordable Housing Roundtable.

Bringing the challenges of consortial leadership closer to home, Session III provided lessons and experiences from library consortia. William G. Potter, Director of Libraries, University of Georgia, opened the panel with a general overview of the topic in the context of leadership. He addressed the history of library consortia, the various models that have emerged, and the role of ARL libraries in these models.

Barbara McFadden Allen, Director, Center for Library Initiatives and Assistant Director for the Committee on Institutional Cooperation (CIC), provided insights on the lessons learned from the programmatic initiatives of the CIC. Ms. Allen discussed success factors and strategies used to overcome obstacles.

Richard E. Lucier, Assistant Vice Chancellor, Academic Information Management and University Librarian, University of California, San Francisco, addressed consortial leadership requirements with an emphasis on licensing agreements, and speculated on the future role of consortia.

Luncheon Program

Interspersed with the programs on Thursday was a luncheon at which meeting participants had the opportunity to discuss federal relations. The topics included a review by Douglas Bennett, Vice-President, American Council of Learned Societies, and James G. Neal, Director, Johns Hopkins University Library, of their experiences attending the WIPO treaty negotiations in Geneva last December and a report of the outcomes. Graham Hill, McMaster University, then provided an update on current legislative issues related to copyright in Canada.

Dinner

The University of New Mexico sponsored a dinner at the end of the day, at the Student Union Ballroom. After dinner, there was a tour of the Zimmerman (main) Library, capped off by dessert served in the Library.

Town Meeting

On the next morning, there was an ARL Town Meeting to provide participants with an opportunity for focused discussion on critical issues facing research libraries. The first topic was presented by Douglas Bennett, ACLS, who framed a discussion on the organizational arrangements that could most effectively serve the needs of the educational and scholarly communities in dealing with shared electronic collections. This was followed by a discussion of the findings and implications of the ILL/DD Performance Measures Study, led by Shirley K. Baker, Washington University, Chair of the project's advisory committee (on which I also sit).

The ARL Board met immediately following, to act on committee reports, conduct a preliminary assessment of the program, and to prepare for the July meeting of the board.

--Bill Crowe

OWEN JONES AND FRIENDS

The new exhibition in the Main Gallery at Spencer Library is devoted to Owen Jones and his circle. He was an architect, interior designer, pioneer colour printer, educator, book designer, and theoretician of design. He fell under the spell of Islamic forms of decoration at an early age, and found in them a basis for a system of principles which could be applied to decorative design generally. He also derived from those sources a belief in the use of polychromy in architecture and interior decoration, particularly the three primary colours. He is especially remembered as the surveyor and recorder of the Alhambra,

the decorator of the 1851 Great Exhibition, and the author of *The Grammar of Ornament*, but his achievements spread far wider. This exhibition attempts to illustrate some part of his activities, and of the network of friends and colleagues with whom he worked and interacted.

James Helyar

ATTACHMENTS

Minutes: LFA Exec, 5/12/97; SDC, 5/6/97; EIC, 4/30/97; Classified Conference Exec, 4/15/97.

LFA Exec Minutes for May 12, 1997.

Present: B. Schulte, G. Gibbs, J. Girardo, K. Lohrentz, B. Schaffner, M. DeSart.

Absent: C. Pierard.

Minutes.

Exec minutes for May 5 were revised and approved.

Staff Development Committee minutes for April 22 were reviewed. It was noted that SALALM was misspelled.

Planning and Resources Committee minutes for April 24 were reviewed.

Unsolicited Research Proposals.

It was noted that the process for allocation of the proposed Library Research Fund that has been set aside by the Library Administration is not intended to be competitive. Applications for funding will be evaluated for appropriateness as determined by the proposed guidelines, rather than being evaluated competitively against other applications. The intention is for the funds to be allocated on a first come-first served basis. Mel will post an e-mail announcement about the current availability of the funds and will solicit applications.

Mel raised additional issues vis-a-vis the proposed Library Research Fund that were discussed in a recent meeting with Dean Crowe. Bill has suggested that there be a deadline for the use of the fund, but that the fiscal year does not need to be a restriction. Bill also suggested that interim progress reports be required for multipart and multiyear projects.

LFA Ad Hoc Committee on Research Final Report.

Exec's review of the committee's final report was completed. A revised report will be issued soon. Brad also noted that a general statement defining "research" is needed.

Next meeting will be held Monday, May 19th.

The CESR report on General Principles Regarding Service and Scholarly Activity, guidelines on scholarly activity and research, and CESR's Appendix I on evaluation of library exhibits will be reviewed at next week's meeting. It is anticipated that this topic will be on the agenda for the LFA general meeting in June.

Submitted by Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
May 6, 1997

Present: Deborah Dandridge, Kristi Cook, Evelyn Constance Powell, Vic Cardell, Al Mauler, Vickie Doll, Sandy Gilliland

Minutes: The minutes of the previous meeting were read and approved.

Travel Requests: Four travel requests were approved. There were all for ALA in San Francisco. They were for Vickie Doll who will attend from June 26th-July 2nd, and for Gordon Anderson, Vic Cardell and Lyn Wolz all of whom will attend from June 27th-July 1st. Kristi will send an e-mail reminder to all library staff about ALA travel requests.

Programs: Sandy reported that she hopes to get the flyer out this week for the upcoming travel seminars. Both the flyer and the cover memo for the new forms will contain an explanation of the use of the new forms.

Al reported on the teleconferences. He indicated that they were a lot of work, but that the comments were generally favorable. Vickie will plan a program for library staff who missed the teleconferences. She will re-run some of the conference presentations from our tapes and lead a discussion of the topics presented.

Vickie reported that the Disabilities Committee will meet this afternoon to firm up plans for the upcoming Disabilities Seminar which SDC may cosponsor.

Vic met with Marilu concerning a copyright seminar for next Fall. She suggested two sessions. One session which would be scheduled for next Fall would have a generally broad appeal and would cover the CONTU guidelines. A second session would be for library faculty who are publishing. Vic will ask Brad Schaffner about cosponsoring this session with the LFA Ad Hoc Committee on Research.

The meeting adjourned at 10:15.

Evelyn Constance Powell

ELECTRONIC INFORMATION COUNCIL
University of Kansas Libraries
Minutes of the April 30, 1977 Meeting
1:30-3:00 Watson Conference Room A

Present: G. Anderson, N. Burich, F. Christenberry, S. Craig, M. DeSart, G. Gibbs, B. Harsh, W. Hubert, G. Husic, D. Koepp, K. Lohrentz, J. Miller, R. Miller, J. Neeley, J. Richardson, R. Ring, A. Williams.

Absent: Marilu Goodyear

Arts and Humanities Citation Index (AHCI).

Several of the humanities bibliographers set in on the discussion about the purchase of the 1975-1994 backfile of the AHCI on CD-Rom. Comments from yesterday's CDC Exec meeting, at which this purchase had been discussed as part of the allocation of endowment moneys, was shared with the EIC. The conclusion drawn by CDC Exec was that the purchase of AHCI was a worthy one, but that the price, though a good deal, was more than Exec wanted to spend on one product in its allocations. Discussion among EIC members confirmed the worth of the product but the cost continued to be a barrier to a stronger endorsement.

The Libraries already has a paper copy of part of the backfile, but the current subscription was cancelled in one of the recent rounds of serial cancellations. The product is accessible on FirstSearch, although the search engine is clumsy. The most recent year is available on the WorldWide Web. The group felt that it is as important to have a current subscription to the information in some format in order to build user interest in the product. The price for the backfile (\$14,625), disks for 1995 and 1996 (\$11,819), and a current subscription (\$8,205) is \$34,649. It would be necessary to put together money from several sources in order to purchase this combination of products.

The sentiments of the group will be conveyed to Marilu Goodyear, who was unable to attend the meeting.

Continuation of the 2nd Round of Bibliographer Requests for Electronic Databases.

ABC-Pol Sci. Roger Anderson confirmed via email to Jim that he is willing to pay half of the \$1300 network price for this product. It will take him a while to compare the journal list in this product with that of Expanded Academic Index. A decision is tabled until Roger supplies the information requested.

IIMP. Victor Cardell is canceling Music Index in favor of IIMP. Victor expressed some hesitation about the transfer of the saving from this cancellation to the EIF. Jim will contact Victor and explain the (so-far) informal committee guideline that calls for this transfer.

CQ Researcher. The EIC had recommended this product be placed on the ERL server (it is newly available in this format) if the ERL price was not too far beyond the CD-Rom price. Jim confirmed that this is the case and the ERL version will be purchased.

Wessex ArcView. Donna Koepp has agreed with the EIC recommendation that half of the cost be paid by the Map Fund. The product will be purchased.

MathSciNet.

EIC had previously approved the purchase of this product in CD-Rom with the understanding that the print copy of the two journals subsumed by MathSciNet would be cancelled. Jim reported that the Department of Mathematics, nervous about the cancellation of the print version, has offered to pay \$625 this year to cover the cost of access to the WWW version of this database. After some discussion, the EIC agreed to take the money from Math and retain the print version for this year. The whole question of format will be reconsidered next year after we have had experience with this product in various formats. Jim will notify the department of the decision and will put the conditions under which it is accepted in writing to them.

Report on the Document Delivery RFI.

Rachel Miller brought the group up to date on the preparation of the RFI which will soon be sent to a number of document providers. KU is being joined in this effort by three other libraries, K-State, Oklahoma, and Oklahoma State. Each institution will take the information which is returned by vendors and, at the present time, move independently to choose or confirm an arrangement with one of the vendors. Rachel and the committee preparing the RFI are awaiting local campus data from these libraries for inclusion in the document.

Respectfully submitted,

George Gibbs

Classified Conference Exec. Board Minutes
April 15, 1997

Present: Orth-Alfie (chair), Cook (chair-elect), Vernon, Baker, Swartz, Holcomb

Next Meeting will be May 20th at 1:30 p.m.

Corrections were made to the March 18th minutes and approved.

May is coming up soon and that means Classified Conference elections and appointments. The exec board worked on building a slate of candidates. Reps are encouraged to get their constituents involved either as officers (Vice Chairperson/Chairperson-elect and Secretary), or on the Grievance Committee, the University Senate Committee on Libraries, our very own Personnel Committee, the LFA committees of Staff Development and the Planning and Resource Committee, or possibly the administrative committees for Instruction and Electronic Information Councils.

The committee for the Classified Employee of the year will be Jan Altenberned, Ella Zygmunt, Karon Ballard, Kendall Simmons (LFA rep.), and Annie Williams. Hopefully Sandy Gilliland will get this out next week for nominations.

Chairperson's Report of meeting with the Associate Dean and the most recent Coordinating Council meetings:

The Conservator position will be open till the end of April. The Regents Center Librarian interviews are going on now. Lars Leon is the Temporary LA III position in Retrieval Services. Livia Pilaky, LA I in Retrieval Services has resigned. Lan Manager interviewing and hiring next week. We might have VIRTUA up by mid-May in ILS.

The Head of Reference Services positions has been turned into an Assistant Dean position who will be in charges of Reference, Circulation, Fines, Copying Services, Periodicals, Instruction, Regent's Center and perhaps more. No one is any longer considering aligning Gov Docs with Reference.

Sandy Gilliland stopped in our meeting briefly to update us on the Classified Employee of the Year Award. While she was there we asked her about the new evaluation forms. She said that if you will be evaluated before the end of the fiscal year (17 June 1997), you do not have to use the new form until next year.

Classified Employee of the Year Plaque is being worked on by Jim Helyar and Kent Miller needs to figure out where it will be hung.

Committee Reports: We heard reports on the University Senate Committee on Libraries and the KU Classified Senate. We received a written report from the Planning and Resource Committee.

UNIVERSITY OF KANSAS LIBRARIES

MEMORANDUM

May 7, 1997

TO: KU Libraries Staff
FROM: Marilu Goodyear, Associate Dean of Libraries and the Instruction Council
RE: Instruction Plan draft

In fall of 1996, the newly-formed Instruction Council (IC) was charged by Dean Crowe and Associate Dean Goodyear to develop vision, mission, and goals statements for the instructional programs of the KU Libraries. Attached to this memo you will find a copy of that charge and a draft of a proposed "Instruction Plan."

In preparing this document IC members consulted plans from other university libraries, the *Model Statement of Objectives* from the ACRL Instruction Section, the report of the Task Force on Reference and Instructional Programs from the Libraries' past Strategic Planning initiative, Watson Reference Department instruction statistics, and available KU data on students, faculty and other instructional staff.

We have emerged with what we believe is a tenable plan for development of the Libraries Instruction Program. However, before we go any further, we would like to seek your input.

Specifically we would like to know:

- Do you feel the objectives and strategies for achieving them are well-aligned with the program goals? Which objectives, if any, do you feel should take top priority?
- A key feature of the plan involves providing support for library staff engaged in instruction. What types of support would be useful to you and/or your unit?
- What other questions do you have about this plan and its provisions?

Responses to the questions above can be made in several different ways. In the weeks ahead, IC members will set up meetings with various units and groups to further discuss your responses to the plan. We also welcome individual comments via e-mail (send to cpierard@ukans.edu or jkrentz@ukans.edu).

We look forward to hearing from you.

Instruction Council

Purpose: To develop a vision for the instructional programs of the KU Libraries. To develop objectives in support of the vision and chart progress towards them. To coordinate, where appropriate, system wide instructional efforts.

Responsibilities: Develop vision, mission, and goal statements for the KU Libraries Instructional Program and make policy and resource recommendations regarding achievement of those goals. Develop programs to support library staff involved with instruction. Coordinate communication concerning the Instruction Program to KU Libraries staff, including the planning of several topic-specific forums open to all staff involved with instruction. In conjunction with the Publications Coordinator, coordinate communication about the Instruction Program to the campus community

Key Task for 1996-1997: Work with appropriate individuals and committees to coordinate instruction for the new integrated library system. Liaison will be maintained with staff who are designing and delivering staff training for the new system.

Membership: The Instruction Council will consist of 7 individuals, including the Instruction Coordinator, who acts as specialist for the group. A meeting facilitator/chair will be appointed by the Dean. With the exception of the specialist, all positions will rotate every two years. Membership will include the following roles:

- Coordinator of Library Instruction (Pierard)
- one representative from Watson Reference (Love)
- one representative from Science (Knox)
- one subject bibliographer (Krentz)
- one representative from one of the branches (Craig)
- one "at-large" representative (Larsen)
- one representative from Information Technology Services (to be appointed)

Jana Krentz will serve as chair for the first year.

Library Instruction Plan

University of Kansas Libraries

Mission

The educational goals of the University of Kansas include the ability to write, to reason, to think historically and scientifically, and to use information critically and imaginatively†. In support of these goals, the KU Libraries' Instruction Program seeks to:

- develop students' ability to find, select, and evaluate information, both for immediate academic tasks as well as lifelong learning purposes;
- work with the campus teaching community to ensure that critical library research skills are incorporated across the curriculum;
- provide support and development resources for Library staff engaged in the provision of library instruction.

Institutional Environment

•Students

The University of Kansas is a comprehensive research institution. As of Fall, 1996 enrollment on the Lawrence campus was 24,366 (18,141 undergraduates, 6,225 graduates). Numbers of male and female students are roughly equal (48.8% & 51.2%) and about 67% are residents of the state of Kansas. Approximately 7.1% of the student body is comprised of international students, 9.2% are minority students, 6.1% are transfer students, and roughly 25% are "nontraditional" (students who are three or more years older than class peers *or* married *or* have dependents *or* commute more than 10 miles *or* are veterans). The average grade point average for undergraduates ranges from 2.55 (first-year) to 3.31 (fifth-year). The one-year attrition rate for freshmen is 24.4%. KU is currently an "open admissions" institution, meaning any Kansas high school graduate may be admitted. As a result, students come to the University with a wide range of skills, experience, and expectations. ††

•Instructors

The teaching community consists of approximately 1,312 faculty, 1,009 graduate teaching assistants, and 991 classified non-faculty. ††

Library Support for Instruction

A number of KU Libraries' staff (approximately 52 staff members) are involved with the provision of library instruction and each library branch has a formally identified "Instruction contact" to whom questions involving unit-specific resources and services may be addressed. Most bibliographers provide instructional services for their respective subject areas.

The Instruction program has a Coordinator, who coordinates systemwide instruction efforts as well as those of the Watson Reference Department (75% appointment), and serves as Reference Librarian (25%).

In Fall, 1996 a new Instruction Council, which includes 7 members representing various library areas (Instruction Coordinator, bibliographer representative, branch libraries representative, Watson and Anschutz Reference representatives, at-large library staff member, and Information Technology Services representative), was founded. This group was charged to: a) develop a vision for the instructional programs of the KU Libraries; b) develop objectives in support of this vision and chart progress towards them; and c) coordinate, where appropriate, systemwide instructional efforts.

†These goals were established by the University Assessment Committee in Fall of 1989.

††Data drawn from Fall and Spring 1996 issues of the Division of Student Affairs' *Student Profile* and the March, 1996 *University of Kansas Profiles*, both published by the University of Kansas.

Current Status of Library Instruction Efforts

According to the 1993 Summary Report on Instruction prepared by the Task Force on Reference and Instruction Programs, library instruction activities are widespread and varied. Surveys conducted by this group estimated that some 40 librarians and 12 paraprofessionals were active in library instruction programming and that "programming" included everything from the preparation of self-help worksheets to the development of multisession classes. The sections below do not attempt to fully describe all instruction-related programs, but to give an idea of the types of instructional efforts in which Library staff are engaged.

•Efforts directed at Instructors

In 1993, the Libraries began a program of faculty seminars designed to introduce faculty to library resources available to support their teaching and research. In 1996, this program was opened up to all members of the KU community; however, instructors are still the strongest target audiences for these sessions and they receive special advance mailings of workshop topics and schedules.

Other specialized sessions for departments or other groups are available upon request and often provided by the bibliographer for that subject area.

All new faculty received a copy of the new publication *The Libraries at the University of Kansas: A Reference Guide* which describes the Instruction Program and gives contact information for the Instruction Coordinator as well as bibliographers for various subject areas. In 1995, all department chairs and new faculty members received a copy of the *KU Libraries Instruction Brochure*, which was mailed by Academic Affairs as part of a packet of materials from campus offices providing various types of instructional support.

The Instruction Coordinator meets with two of the larger groups of graduate teaching assistants (English 101 and Communication Studies 130) annually each semester to introduce the Instruction Program and to promote instructional services (tours and classes, assignment design services, etc.).

•Efforts directed at Other Groups

Some work has been done with campus tutoring services (Athletic Department, Supportive Educational Services, Student Assistant Center, etc.), to try and make tutors aware of Library resources so they are better positioned to advise their clients about library research.

Policies on instructional services for non-KU groups vary. Watson Reference is perhaps the only unit that does not offer tours or classes for non-KU groups unless the purpose is somehow directly related to the University's recruitment or outreach efforts (tours for National Merit Scholars, etc.). Instead, the requester receives a package of information that includes parking rules, self-guided tour copies, sample assignments to use with classes, stack maps, etc. Reference staff will also consult with visiting teachers and librarians as to potential resources for their classes.

•Efforts directed at Students

Current estimates of instructional efforts indicate that we reach approximately 1/5 of incoming freshmen†††. However, these numbers are somewhat problematic. Firstly, the Libraries do not have a coordinated program of reporting instructional statistics. Even within departments, some problems with estimating the extent of our outreach remain. Some programs reach the same students and may duplicate efforts (e.g., students who attend an orientation tour during Hawk Week and also for an English 101 class). Other instruction is essentially self-guided (such as the COMS 130/150 assignment), making it difficult to estimate how many students were successfully reached.

†††this estimate is arrived at by looking at Watson Reference Department statistics for English 101 (appx. 500-600 students in Fall), Communication Studies 130/150 (appx. 350-450 students), and CPSY 101 (appx. 110 students each Fall and Spring, 120 Summer) in comparison to the total number of students in the new freshman class (5,294 as of 1995).

Upper-class undergraduates and graduate students are also reached sporadically. Students may receive an occasional tour or session tied to one of their classes. Some majors even require a "Research Methods" class that involves the introduction of library research skills. However, because of the lack of any general (mandatory) library instruction, instruction for students in upper-division courses frequently must include an introduction to very basic library skills (function of the Reserve Desk, explanation of basic online catalog searching, etc.) thus making it difficult to spend more time working with advanced or discipline-specific resources. This problem occasionally extends to the graduate student population.

In sum, the University of Kansas has a long tradition of decentralized educational programs. Instructors may themselves be unaware of available library resources and are often pressured by time constraints and a broad range of learning styles into either not requiring library research skills of their classes or simply assuming students will pick up skills on their own somehow. Students generally follow a somewhat erratic course of study, depending upon how their own educational goals develop and how readily they are able to gain admittance into the courses required of them by their major. With the exception of English 101/102 (for undergraduates), there are no hard and fast rules for what classes a student must take at any particular point in their academic program.

Several factors—the arrival of a new Chancellor, a renewed debate in higher education on issues of accountability and undergraduate education, the arrival of reports like that of the Freshman/Sophomore Academic Experience Committee—have brought teaching issues more clearly into the University's focus. Although the impact of these on long-standing challenges of teaching load, class size, and decentralized teaching efforts remains to be seen, the current University environment seems more favorably inclined to the development of a comprehensive library research skills plan than in recent years.

Summary

In order to succeed in this educational environment, any library instruction plan will need to be flexible and extend beyond any one course. While there are several discipline-specific library skills courses (for SPLAT and Chemistry/Pharmacy), there is no general course devoted solely or even primarily to the teaching of library research skills. Hence, it is critical that library research skills are incorporated throughout the curriculum and developed in partnership with classroom instructors wherever possible. This report recommends a two-part Instruction Plan consisting of:

- A. **Basic Skills** - to be incorporated, where appropriate, into "core" classes taken by KU freshmen/sophomores.
- B. **Discipline-Specific Skills** - the goals and means of achieving these should be jointly arrived at by the instructors and librarians responsible for that discipline. Again, these skills could be incorporated into the syllabi of appropriate subject-specific courses such as pro-seminars, research methods courses, etc.

Library/Information Skills Framework

(adapted from Eisenberg and Berkowitz [1990] in *Information Problem-Solving: the Big Six Skills Approach to Library and Information Skills Instruction*)

In order for students to become successful library users, they should be equipped with a combination of information skills described briefly below:

Task Definition

- ability to understand and define the problem
(understand the expectations of an assignment)
- ability to identify the information requirements of the problem

Information-Seeking Strategies

- ability to determine the range of possible information resources
- ability to evaluate the sources and determine how they might be used

Location and Access

- ability to locate sources
(understand where sources might be and how to physically obtain them)
- ability to find needed information within those sources

Use of Information

- ability to engage (read, hear, view) the information provided by the sources
- ability to extrapolate the information from the sources
- ability to evaluate the quality of the information found

Synthesis

- ability to organize and/or present the information

Evaluation

- ability to evaluate the end-product
(judge the effectiveness of content, presentation, etc.)
- ability to evaluate the effectiveness of the problem-solving process

Presumably, the first few levels of skills may best be met in lower-level undergraduate classes. Once students have been exposed to this base, it is hoped that they will be better positioned to develop research skills appropriate to their discipline, both in terms of more specific applications of basic skills (such as advanced online catalog searching) and stronger development of analytical skills that will serve them well beyond their KU coursework.

Program Goals

- to develop students' ability to find, select, and evaluate information, both for immediate academic tasks as well as lifelong learning purposes
- to work with the campus teaching community to ensure that library skills are incorporated across the curriculum
- to provide support and professional development resources for library staff engaged in the provision of library instruction

Program Objectives and Strategies for Achieving Them

Provide a variety of means by which the majority of first-year students may receive a physical and conceptual orientation to the services and resources of the KU Libraries.

a. continue to sponsor and publicize the availability of Library Orientation tours at the beginning of each semester. Explore possible alternatives to the "basic library tour" (ex. Self-Guided Tour on the Web).

Progress: First coordinated library tours program initiated Fall, 1996

b. integrate a library research component into the curriculum for the Freshman Seminar (CPSY 101) and expanded Freshman Summer Institute taught during the fall, spring, and summer

Progress: Accomplished, 1995/96

c. encourage the teaching of library skills in "core" classes like Biology 104, English 101, and Communication Studies 130 by meeting with all new GTAs and discussing Instruction Program resources and by carefully evaluating and sharing "model" teaching methods designed for these students.

Progress: Programs are in place for English 101 and Communication Studies 130/150

Work closely with departmental instructors to define the research expectations for that program and to identify ways of integrating the skills necessary to meet those expectations into the department-level curriculum.

a. explore various strategies for working with departmental faculty to develop discipline-specific library research instruction for their classes.

Progress: Discipline-specific library research components in place with Women's Studies

b. promote teaching faculty/librarian partnerships by presenting workshops, seminars, etc. on issues of library instruction planning and design. When possible, collect examples of library assignments to use as models and encourage instructors to share those library assignments they have found particularly effective.

Progress: Teaching Research model assignment handbook completed 1995/96. Upcoming Hall Center-funded workshop on "Teaching Research: A Workshop for Instructors and Librarians" for 10 teaching faculty members in Spring, 1997

Look for opportunities within the Library and the University to promote library instruction alongside other issues of good teaching

a. seek greater involvement in campuswide teaching forums, for example, providing library instruction-related programming under the auspices of the proposed Center for Excellence in Teaching.

Progress: Coordinated Academic Affairs-sponsored mailing of "Campus Resources for Instructional Support" in Fall of 1996 and revised text in *New Faculty Handbook* to include current information on library instruction services.

b. look for opportunities to work with other University departments or offices in co-sponsoring speakers or programs related to teaching issues.

c. develop a series of programs for the purpose of addressing instruction issues of interest to library (and possibly other university teaching) staff.

Progress: First instruction workshop for library staff to be held April 15, 1997.

Examine current structure for the provision of library instruction and strive to develop effective staff support programs.

a. initiate discussion of the following questions in appropriate bodies (Collection Development Council, Coordinating Council, etc.): Who is responsible for providing instruction? Of what sort and for whom?

b. solicit ideas from library staff for programs related to instruction such as active learning techniques, teaching to different learning styles, using technology in the classroom, etc. Strive to provide several staff support programs each year, coordinating where appropriate with groups such as the Staff Development Committee.

c. create a forum for informal networking among library staff working with instruction (peer-to-peer support, listservs, brown bags, etc.).

Deborah L. Dandridge

Kansas Collection

Midwest Archives Conference

Chicago, ILL.

April 30 - May 3, 1997

The nation's largest regional organization of archivists, the Midwest Archives Conference, began celebrating its 25th anniversary at the annual Spring meeting in Chicago last week. In honor of this milestone, the Conference program broke away from the traditional session format to examine the current state of the profession as a symposium. Although the organization and preparation for this format was different and complicated, it was a smashing success. Never before have I witnessed such an intellectually active MAC program (outside the lobby and the watering holes, that is).

From every type of "shop", we exchanged a wealth of views and experiences about the current and future challenges of archives and explored many aspects of archival theory and practice. As a panelist for the program's Acquisition and Appraisal Roundtable, I provided prepared remarks to the Roundtable's set of questions (everyone's prepared comments were placed on the MAC website and distributed to those attending the Roundtable before the meeting). It was the first time I had an opportunity to "try out" some ideas before such a large audience of archivists.

In addition to the program's symposium, annual Award's luncheon, and the 25th Anniversary dinner, I fulfilled my duties as a member of MAC's council. Among the many items on Council's two half-day/night meetings was the establishment of a second scholarship for MAC's Minority Award. Through this academic scholarship award, MAC is seeking to enhance the ethnic and "racial" diversity of the archival profession's membership.

Without the financial support of SDC, it would be impossible for me to be an active member of the Midwest Archives Conference.

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Kathleen Neeley Department: Archives

Name of Event: Midwest Archives Conference Annual Spring Meeting Location: Chicago

Dates of Travel: May 1-3, 1997

Please provide below a brief report of your activities during this period of travel. This report will be published in the FYI.

This was my first MAC meeting. At this meeting MAC was celebrating its 25th Anniversary with a special program built upon MAC's history as a "place to confer." All participants were asked to select a functional round-table topic as part of the registration process. I chose Reference and Outreach. A week before the meeting, I received two packets of readings, one for the plenary round-table discussions and one for the functional round-table discussions. The Plenary Round-Table on Thursday afternoon featured five practicing archivists, who explored the nature of the archival profession from their own unique perspectives. Small group discussions followed the general session. These were especially interesting to me, since I had an opportunity to interact with archivists from many different types of archives. Thursday evening I attended the 25th Anniversary Banquet with the many of the KU attendees, which was a great way to learn about the history of MAC and meet many of its organizers. Friday morning I attended the Reference and Outreach Round-Table and small group discussion. During this session and discussion many useful methods of providing reference and outreach were shared. Friday afternoon I attended a fascinating tour of the Archives at the Art Institute of Chicago. Friday evening there was a delightful reception at the Harold Washington Library's Winter Garden. Saturday morning the Plenary Round-Table reconvened for a wrap-up session, again with small group discussions.

I found this MAC Annual Spring Meeting to be especially useful and insightful as a new archivist since it focused on the history and future directions of the profession. I also enjoyed the small size of the meeting where all sessions were held in one hotel. I discovered that midwest archivists come from a very diverse range of institutions, have very diverse educational backgrounds, and are friendly and fun too!

(Return this report to Kristi Cook, Cataloging, Watson Library)

**ALA Midwinter
Washington, DC
February 14-18, 1997**

As Chair-elect of ACRL's Extended Campus Library Services Section, I spent most of my time attending meetings. Friday, there were four ACRL meetings: the Washington Conference President's Program planning, the Washington Conference Program planning, the ACRL Leadership Council, and the ACRL Activities Council. The first two were useful since I will be responsible for the ECLSS program presented at the Washington meeting (which may or may not be incorporated into the President's Program). The third and fourth meetings were intended to introduce section vice-chairs to the leadership of ACRL and of all the sections. Saturday was the first ECLSS Executive Board meeting at which I reported on Saturday's activities. Sunday all ECLSS committees met as well as my Telecommunications Task Force. Monday the ECLSS Discussion Group met and enjoyed a breakfast supplied by UnCover and the Copyright Clearing House. The second hour of this meeting was devoted to hearings on a proposed revision of the ACRL Guidelines for Extended Academic Library Services. This meeting was followed by a second ECLSS Executive Board meeting.

During the conference I was able to talk with several vendors of electronic services. Rachel Miller and I met with representatives of Ebsco Host and gained much useful information. The Regents Center Library has used Ebsco Host on a trial basis and is evaluating a possible subscription. We also learned about their electronic document delivery service, Ebsco Doc. At the RLG booth, I saw the new version of Ariel which will permit the transmission of materials to an email address as well as to a fax machine.

The reception Saturday night at the Library of Congress was very impressive. It is a magnificent building, especially the rotunda. However, with all the marble, it was also a very noisy place with several thousand librarians visiting and having a good time. I was also able to visit the National Gallery to see the exhibit of objects from Taipei's National Palace Museum as well as the new Victorian exhibit which includes a painting from the Spencer Museum of Art.

I appreciate the support received from the Staff Development Committee which helped to pay the costs associated with this trip.

Nancy Burich

THE UNIVERSITY OF KANSAS LIBRARIES
STAFF DEVELOPMENT COMMITTEE

TRAVEL REPORT

Name: Mary Hawkins Department: Kansas Collection
Name of Event: Midwest Archives Conference Location: Chicago, IL
Date(s) of Travel: May 1-3, 1997

I attended the Midwest Archives Conference's annual spring meeting in Chicago which was held on the afternoon of May 1 through the morning of May 3 at the Midland Hotel. In the first day's plenary session, a panel of speakers addressed a variety of issues--panel members having already prepared opinion papers which had been mailed to conference participants for advance reading. After panel members commented further on the issues, we broke into small discussion groups to which we had been pre-assigned to consider the issues among ourselves. We then reconvened to submit comments and questions to the panelists via our small-group spokespersons. I attended MAC's anniversary dinner that evening at The Berghoff restaurant.

Morning meetings on Friday were much the same, although there were several sets of panelists that morning, addressing more focused issues (arrangement and description, acquisition and appraisal, reference and outreach). Because sessions were concurrent, participants could attend only one panel discussion and small group discussion. I attended arrangement and description, where we discussed a number of generally non-controversial issues related to arrangement of materials and the use of national standards. There were no meetings to attend on Friday afternoon, and I opted out of the walking tours (happily, given the steady rain), but attended MAC's evening reception. I returned to meetings at 8am Saturday, but left before the noon adjournment to catch an early afternoon flight.

Given the diversity of parent institutions represented (ranging from Diocesan libraries to Playboy Enterprises), participants often shared very different perspectives. Some adhere to national standards; some don't. I heard little talk about electronic scanning, even as applied to finding aids. Participants generally agreed on the importance of mounting archival web pages on the Internet, but most disparaged use of the Internet as a reference tool, and indicated little use of it. Far more expressed concern that persons seeking information may accept the Internet as an authoritative source. Curiously, I heard no similar concerns for the validity of expressions in print. A survey of the participants revealed surprisingly little use even of FirstSearch databases for reference assistance. For archivists to adapt to a changing environment, one of the panel participants urged strengthened recruitment and educational programs within the profession, and she predicted increased use of distance education for certification and continuing education of archivists.

Perhaps because of heavy use of small group discussions at this particular meeting, the diversity of archival practice and opinion among MAC members was especially apparent. It was useful to experience this first-hand, and I appreciate the support I received from the Library to do so.

LFA Exec Minutes for May 19, 1997

Present: B. Schulte, M. DeSart, B. Schaffner, G. Gibbs, J. Girardo, K. Lohrentz

Absent: C. Pierard.

Minutes.

Staff Development Committee minutes for May 6 were reviewed.

LFA Exec minutes for May 12 were revised and approved.

Nominating and Budget Committee report.

Jill reported that the Nominating and Budget Committee is experiencing some difficulty securing nominations of LIII's for CESR and of a second nominee for Vice Chair-Chair Elect. Continued efforts will be made to complete the ballot for LFA Exec. It may be necessary to postpone the CESR election until a later date.

LI Appointments.

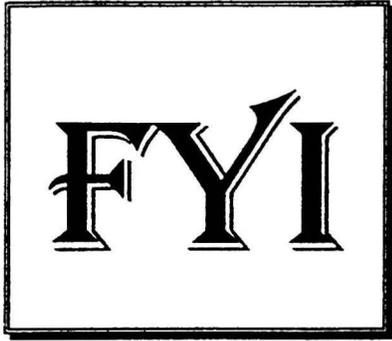
Dean Crowe wanted the matter of the two direct hires for LI's to be brought officially before LFA. It is hoped that an announcement might be forthcoming concerning the source of funding for the two positions.

CESR Report.

Exec began a review of the CESR report on standards for service and scholarly activity. The review will continue at next week's meeting.

Next meeting will be **Wednesday, May 28th** at 10 a.m.

Submitted by Ken Lohrentz, LFA Secretary.



The University of Kansas Libraries

Number 1403

June 5, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

ASSISTANT DEAN VACANCY ANNOUNCEMENT/SEARCH COMMITTEE APPOINTMENT

Attached to this issue of FYI is the vacancy announcement for "Assistant Dean, Information Services", a newly-defined position responsible for providing leadership for the organization and management of public service units in Watson Library (Reference Department and Access Services) and the Regents Center Library. For more information regarding the development of this position, please refer to the May 8th issue of FYI.

Search committee members are: Brad Schaffner, Chair; Nancy Burich; Sarah Couch; George Gibbs; Kathy Graves; Kent Miller; Cindy Pierard; and Sandy Gilliland, ex officio.

Sandy Gilliland

VACANCY ANNOUNCEMENT - LIBRARY AUTOMATION DEPARTMENT (2 positions)

Applications for two unclassified professional staff positions are now being accepted (see application instructions, below). Both positions are full-time, and are described as follows (full position descriptions available):

Library Automation Administrative Assistant and Support Specialist. This position will combine secretarial and administrative support for the Assistant Dean (Information Technology) and other members of the department with providing basic automation help-desk support for library staff. **Required:** Microcomputer experience; Experience using Windows95 and Windows95 applications; Ability to trouble-shoot basic microcomputer hardware and software problems; Excellent organizational skills; Excellent communication skills; Ability to establish and maintain effective working relationships with staff; Experience with a variety of software applications, such as Microsoft Access, Excel, Word, etc. **Preferred:** Experience providing telephone support; Experience with help desk, scheduling, or project software; Experience searching online library databases (e.g., online catalogs, abstracting and indexing databases); Experience troubleshooting and repairing problems with microcomputers and associated peripheral equipment; Knowledge of hardware configurations and capabilities; Familiarity with the KU Libraries; Secretarial experience; Office management experience; Baccalaureate degree. Excellent benefits. **Annual salary:** \$22,000 - \$25,000.

Library Automation Hardware Specialist. This position is one of several specialists in the Libraries' Automation Department who support library staff and public users in seven library locations on the

Lawrence campus and at the Regents Center campus in Overland Park, KS (approximately 35 miles from Lawrence). This position will have chief responsibility for the installation, maintenance, and support of user hardware in the Libraries and shared responsibility for server hardware. User hardware includes microcomputers with internal components such as sound cards and CD-ROM drives, attached printers, networked printers, OCR wands, flat-bed scanners, etc. **Required:** Experience installing Intel-based microcomputer hardware; experience installing microcomputer peripheral equipment such as printers, sound card, CD-ROMs, etc.; excellent organizational skills; good communication skills; ability to lift and carry 50 pounds; valid driver's license and ability to provide own car for reimbursed travel to and from Regents' Center and to and from repair locations. **Preferred:** Experience troubleshooting and repairing problems with microcomputers and associated peripheral equipment; experience using and installing Windows95 and Windows95 applications; experience training others to use microcomputers and microcomputer software; experience with Novell-based local area networks; experience with TCP/IP networking and applications; baccalaureate degree. **Annual Salary:** \$25,000 - \$27,000.

Application instructions/deadline: To apply for either position, submit letter of application, resume, and names of three references to: Sandra Gilliland, Assistant to the Dean, KU Libraries, 502 Watson Library. **Deadline:** Applications postmarked by June 13, 1997 will receive first consideration. Applications will be accepted until the position is filled.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

PERSONNEL

We are pleased to announce two temporary appointments: Tasmin Mills, an Emporia State University graduate student in Library and Information Management, and former student assistant in the KU Libraries, has been appointed to a temporary unclassified appointment for the summer. Tasmin has been assigned half-time to Cindy Pierard, assisting with the Libraries' Instructional Program, and half-time to Susan Craig, providing assistance in the Art and Architecture Library. Her appointment became effective May 27, 1997 and will end August 15, 1997.

Mary Miller will be continued in a part-time, temporary position in the Reference Department, Watson Library, for another year. Mary has been employed part-time in Watson Reference since May, 1996.

Sandy Gilliland

Le Ping He, a student with Emporia State University's School of Library and Information Management, is visiting Retrieval Services June 2-June 20. His purpose is to complete a 120-hour practicum on interlibrary loan and document delivery. We invite Library Staff to stop by and meet him during his visit.

Rachel Miller

KU HUMAN RESOURCES TRAINING CALENDAR

Seminars offered during July, August and September in the Dept. of Human Resources are listed in the attached program announcement. Staff interested in attending any of the seminars are asked to first secure approval from their supervisor, and then register by calling Human Resources, 4-4946. NOTE:

The Professional Development Calendar is also available on KUFACTS at:

[http://www.ukans.edu/cwis/units/Human Resources/kufacts1/ProfDev/PD-Calendar/pdcalsum.html](http://www.ukans.edu/cwis/units/Human%20Resources/kufacts1/ProfDev/PD-Calendar/pdcalsum.html)

Sandy Gilliland

ATTACHMENTS

Minutes: Disaster and Emergency Planning Committee, 2/25/97 & 4/8/97

Human Resources Professional Development Memo and Calendar

Job Announcement for the "Big 12 Plus Library Consortium--Executive Director"

Notice of Vacancy for Assistant Dean (Information Services)

DISASTER AND EMERGENCY PLANNING COMMITTEE

February 25, 1997

Present: Brian Baird (Chair), Tanya Bales, George Gibbs (recorder), Donna Kipp,

Members discussed the liaison arrangement for the disaster plan: Watson, Kent and Donna; Science, Brian and Tanya; Music and Art, George; Documents, Brian; Engineering, Tanya.

Most of the meeting was spent reviewing and revising the *Local Disaster Resources* document.

The next meeting will be April 8 at 10 in George's office.

DISASTER AND EMERGENCY PLANNING COMMITTEE

April 8, 1997

Present: Brian Baird (Chair), Tanya Bales, George Gibbs (recorder), Donna Kipp, Kent Miller,

The disaster manual for the following units have been returned: Music, Art, Science, Engineering. Work still remains to be done on the one for Watson and Documents.

Due to the hard disk failing on Brian's computer, the basic text of the disaster manual had to be recreated. Sandra Benedict in the Administrative Office retyped the text. The appendices still need to be redone. Brian will spend some time on this task before the next meeting.

Permission has been received to use the picture of Hoch Auditorium burning on the cover of the Libraries' disaster manual.

The next meeting will be May 27 at 10 in George's office.

June 2, 1997

TO: Vice Chancellors, Deans, Directors, Chairpersons,
Supervisors and Personnel-Related Staff

FROM: Madi Vannaman, ^{ntw}Assistant Director, Department of Human Resources
Kathleen Ames-Oliver, Manager Professional Development *KAO*

The summer is upon us and we have a very full summer calendar of professional development workshops and programs to offer. The recent hiring of Terry Proctor in the Professional Development Specialist position has enabled us to focus on waiting lists and offer a greater number and variety of programs this quarter.

Responding to Negativity will be offered in July. If your office is finding it difficult to focus on the positive amidst the sea of changes, this might be the workshop for you. Learn how to diffuse negativity and effect a positive attitude even when those around you seemed mired in the negative.

Communication will be offered in August. Effective communication skills are a must if you want to be successful at work and play. Come discover some new tools and techniques to enhance your communication skills.

September will bring **Coaching and Counseling, Introduction to Personality Type** and **Introduction to Supervision**. If you need to brush up on your employee counseling and coaching skills, sign up for this one-day workshop. If you want to discover more about yourself and the people around you, **Introduction to Personality Type** will increase your ability to understand the diversity of personalities we find in the workplace. If you supervise students or would like to be a supervisor, **Introduction to Supervision** will provide you with a basic understanding of the role of the supervisor and some tips to improve your management skills.

We continue to offer **STEP, Utilizing the New Review** and **Classified Employee Orientation** each quarter. Keep your eyes peeled for our *new* employee orientation program scheduled to debut this fall.

We in the Professional Development Unit hope you will take time from your busy summer schedules to sign up for a class or two. Drop by and meet Terry. Hope you have a great summer!

HUMAN RESOURCES

The University of Kansas



DEPARTMENT OF HUMAN RESOURCES
Professional Development Calendar

July, August, September 1997

	Monday	Tuesday	Wednesday	Thursday	Friday
J U L Y		1 New Review 9am - 12	2	3	4
	7	8	9	10	11
	14	15 STEP (Day 1) 8am - 4pm	16	17	18 Classified Orientation 9am - 12
	21	22 STEP (Day 2) 9am - 4pm	23 Responding to Negativity 9am - 12 (Part 1)	24	25 Responding to Negativity 9am - 12 (Part 2)
	28	29 STEP (Day 3) 9am - 4pm	30	31	1
A U G U S T	4	5 STEP (Day 4) 9am - 4pm	6 New Review 9am - 12	7	8
	11	12 STEP (Day 5) 9am - 4pm	13	14	15 Classified Orientation 1pm - 4pm
	18	19 STEP (Day 6) 9am - 3pm	20 Communication 8am - 12 (Part 1)	21	22 Communication 8am - 12 (Part 2)
	25	26 STEP (Day 7) 9am - 3pm	27	28	29

S E P T E M B E R	1	2 STEP (Day 8) 8am - 2pm	3 New Review 9am - 12	4 Coaching & Counseling 9am - 4pm	5
	8	9	10 Introduction to Personality Type 9am - 4pm	11	12
	15	16	17	18	19 Classified Orientation 9am - 12
	22	23	24 Introduction to Supervision 8am - 12 (Part 1)	25	26 Introduction to Supervision 8am - 12 (Part 2)

Note: All sessions which include the 12 noon to 1pm time period break for lunch during that time.

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-4946.

PROFESSIONAL DEVELOPMENT PROGRAMS

Human Resource Development Programs

- ***AN OVERVIEW OF ADA** - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.
- ***INTERVIEWING UNDER ADA** - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures in the hiring process while providing sensitivity to disability etiquette. This workshop will be co-presented by Human Resources and the Equal Opportunity Office staff.
- ***POSITION DESCRIPTIONS UNDER ADA** - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. This workshop will be co-presented by Human Resources and the Equal Opportunity Office staff.
- NEW CLASSIFIED EMPLOYEE ORIENTATION** - (3 hours) provides information on policies and procedures, staff benefits and opportunities, and allows new employees the time to ask any initial questions about their employment.
- ***NEW UNCLASSIFIED EMPLOYEE ORIENTATION** - (3.5 hours) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.
- RESPONDING TO NEGATIVITY IN THE WORKPLACE** - (6 hours) "Negativity" is a regular occurrence in the work place. It speaks and generates an uncomfortable work environment. This workshop will address ways to recognize the negative attitude and tools for coping and dealing with "negativity."
- UTILIZING THE NEW REVIEW SYSTEM** - (3 hours) Provides assistance to managers and supervisors in utilizing the new review system for classified staff.

Supervisory and Management Programs

- INTRODUCTION TO SUPERVISION** - (8 hours) a basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are practiced.
- SUPERVISORY TRAINING FOR EXCELLENCE IN PERFORMANCE (STEP)** - (46 hours) A comprehensive program to help supervisors develop essential skills in leadership and motivation, managing change, communication, conflict management, the hiring process, the disciplinary action process, employee performance, and stress and time management. The course is required for new classified supervisors and offered on a space-available basis to other classified supervisors, unclassified supervisors, and those anticipating a future supervisory role.
- COACHING AND COUNSELING** - (6 hours) provides skills and practice for supervisors desiring to improve their coaching and counseling skills. Coaching skills are used to help employees learn new tasks. Counseling skills facilitate communication on sensitive issues such as performance and conduct. Recommended for classified and unclassified supervisors and managers.

Professional Skills Programs

- COMMUNICATION** - (8 hours) a program designed to increase participants' awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.
- ***CONFLICT MANAGEMENT** - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.
- INTRODUCTION TO PERSONALITY TYPE** - (6 hours) awareness of one's personality type helps to explain why there are differences and misunderstandings in communication, work style, and problem solving approach. This workshop provides a basic understanding of the sixteen personality types in the Myers-Briggs Type Indicator. The understandings gained will enhance the capacity to make assignments, communicate and deal with diverse approaches to work. Participants will need to register by September 1 and complete the MBTI by September 8 to be a part of the class. There will be a \$10 materials charge.
- ***MEETINGS THAT MATTER** - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program's emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.
- ***ADDRESSING SEXUAL HARASSMENT** - (6 hours) a program designed to increase participant's awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.
- ***TRAINING OF TRAINERS** - (42 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.
- ***STRESS AND TIME MANAGEMENT** - (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.
- ***UNDERSTANDING DIVERSITY** - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.

* Not available this quarter

PROGRAMS ARE AVAILABLE FOR IN-HOUSE SESSIONS

MORE PROFESSIONAL DEVELOPMENT:

The Professional Development Unit continues to offer consultation and program development services to departments across campus to design and deliver training programs specific to their unique needs. Some of the program areas available for in-house training are: Communication, Conflict Management, Stress Management, Time Management, Team Building, Counseling Skills, and Customer Service.

If your department would like to request this service from Professional Development, you are invited to contact Kathleen Ames-Oliver at 864-7413.

You may now find the most current edition of the Professional Development Calendar on KUFACTS at: <http://WWW.ukans.edu/cwis/units/Human Resources/kufacts1/ProfDev/PD-Calendar/pdcalsum.html>

KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Seminars for fall are presently being scheduled. Please note that none will be scheduled for summer. You will receive a separate mailing in the fall with current seminar information. For suggestions, please call Betty Peterson at the KU Dependent Care Referral Service (KUDCRS), [864-4648](tel:864-4648).

**EXECUTIVE DIRECTOR
BIG 12 PLUS LIBRARY CONSORTIUM**

The *Big 12 Plus Library Consortium* is a regional consortium of medium-sized research libraries located in the greater Midwest with common interests in programs related to information access, document delivery, distance learning, new information technologies, and cooperative collection development. The current 18 members are associated with universities in the Big 12 athletic conference plus other universities in its geographic proximity. The *Big 12 Plus Library Consortium* is planning to expand its interinstitutional activities and is seeking an individual who will welcome this new opportunity to guide a dynamic library network in the implementation of innovative programs and the introduction of new technologically-based services.

Responsibilities: The *Big 12 Plus Library Consortium* seeks to improve the quality and effectiveness of library services and resources available on individual campuses through joint action and collaboration. Under the direction of the Chair, and working closely with the Executive Committee, the Executive Director will organize and manage the cooperative initiatives. Specific responsibilities include project planning and management, public relations, grant writing and implementation, management of budgetary resources, facilitate the exchange of information and data across libraries and with other consortia, coordinate meetings, and manage communication. It is expected that the Executive Director will work in a collaborative way with the directors and their staff.

Qualifications: Sound understanding of research libraries and their current problems and challenges; relevant experience in information technology and/or library management areas; excellent verbal and written communication skills. The Executive Director is expected to have proven skills in grant writing; project definition and execution; be a skilled organizer of both meetings and projects; willing to travel; and demonstrate a vision of the future of research libraries in a cooperative and networked environment. MLS from an ALA-accredited program preferred.

Salary and Benefits: Salary and benefits are competitive and negotiable. The *Big 12 Plus Library Consortium* does not presently have a headquarters so the location is negotiable as well. The Executive Director may be housed at one of the member institutions.

Applications: Application review will begin July 31, 1997, and continue until the position is filled. Send letter indicating qualifications, short statement of interest in the position, current resume, and names and addresses of three references to: Edward R. Johnson, Dean of Libraries, Edmon Low Library, Oklahoma State University, Stillwater, Oklahoma 74078. For additional information or inquiries - telephone: (405) 744-6321 or Email: librerj@okway.okstate.edu

Affirmative Action/Equal Opportunity Employer

NOTICE OF VACANCY

ASSISTANT DEAN (INFORMATION SERVICES) THE UNIVERSITY OF KANSAS LIBRARIES LAWRENCE, KS 66045-2800

Nominations and applications are invited for the newly-defined position of Assistant Dean (Information Services). The Assistant Dean will provide creative leadership for the organization and management of public service units in Watson Library, the Lawrence campus' main library for the humanities and social sciences, as well as the Regents Center Library, which supports graduate programs from KU and all Kansas Regents institutions, offered in the Kansas City metropolitan area. The Assistant Dean, one of three in the Libraries, will report to the Associate Dean of Libraries and will participate extensively in library-wide policy and decision-making.

DUTIES AND RESPONSIBILITIES

- * Ensures positive integration of the units into the mission and goals of the Libraries.
- * Integrates knowledge of the academic missions and programs into library services.
- * Ensures the development and provision of quality services to the University of Kansas community and to the community of scholars.
- * Provides leadership, education and evaluation for library faculty and staff in the units supervised.
- * Provides for budgetary planning and management for the units supervised.
- * Participates in the overall administration of the libraries, including personnel and budget management, planning activities, and organizational development.
- * Represents the Libraries to the University, and at regional, state, and national meetings, as appropriate.
- * Contributes to the profession through library, university, and professional service and through scholarly activity.

ORGANIZATIONAL RELATIONSHIPS

Reports to the Associate Dean of Libraries. Units reporting to the Assistant Dean include: the Reference Department, Library Instruction, Access Services (including circulation, fines, reserve, and periodicals/microforms/copying services); and the Regents Center Library. Organizational configuration of these units will be decided in conjunction with the successful candidate, the library staff in the units, and the Associate Dean and Dean.

(continued)

QUALIFICATIONS

Candidates must possess the following:

- * MLS from an ALA-accredited program
- * evidence of successful administrative experience in public services in a major academic or research library
- * demonstrated ability to provide creative and effective leadership in a collegial environment
- * ability to communicate effectively with diverse constituencies
- * ability to establish productive, effective working relationships within the Libraries, the University, and the community
- * experience in planning, implementing and evaluating library services
- * experience with integrated library systems and electronic products
- * familiarity with the provision of extended-campus library services.

SALARY & BENEFITS

- * Annual salary: \$60,000 - \$70,000, dependent upon qualifications
- * 22 days paid vacation and 12 days paid sick leave annually
- * Several paid holidays
- * Group health and life insurance options
- * Choice of four retirement programs
- * Eligibility for sabbatical leave and research grant funds

APPLICATION DEADLINE & PROCEDURES

Review of applications will begin June 25, 1997. Interested applicants are asked to submit a letter of interest, a curriculum vitae, and the names/addresses/telephone numbers of three references to:

Sandra Gilliland, Assistant to the Dean
University of Kansas Libraries
502 Watson Library
Lawrence, KS 66045-2800
phone: (913) 864-3601

ENVIRONMENT

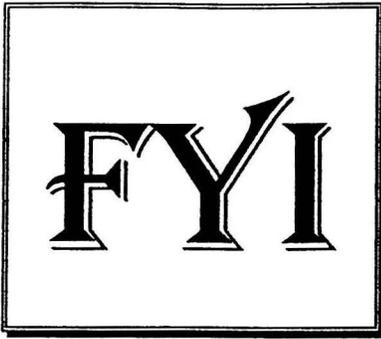
The University of Kansas, a comprehensive AAU institution, is located in the historic and diverse community of Lawrence (population 65,000) amidst the rolling hills of north-east Kansas. The University has over 25,000 students, 1,300 faculty, and offers 85 master's and doctoral programs. Lawrence, only 40 minutes from Kansas City, offers a wide range of cultural and recreational activities, and is also home to Haskell Indian Nations University.

(continued)

ENVIRONMENT, continued

The University of Kansas Libraries hold membership in the Association of Research Libraries, have a collection of 3.3 million volumes, an annual budget of \$12 million, and a career staff of 160. The Libraries are in the process of implementing the VTLIS Virtua integrated library system. Librarians at the University of Kansas are members of the University faculty and are evaluated on professional performance as well as contributions to the profession through service and research.

The University of Kansas and its libraries are an equal opportunity/affirmative action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, age, sexual orientation, marital status, and parental status.



The University of Kansas Libraries

Number 1404

June 12, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

LFA AGENDA

Here is the agenda for the LFA general meeting on June 23 at 10:00 am in Watson Conference Room A. Please let me know if anyone would like to add anything to the agenda. There will also be time allowed at the end of the meeting for any new business.

1. Introduction of new members
2. Committee reports
3. Ad Hoc Committee on Research
4. CESR guidelines -- a work in progress
5. Introduction of new LFA Chair

Becky Schulte

NEWLY ELECTED LFA EXEC COMMITTEE MEMBERS

Elected to serve on the Library Faculty Assembly Executive Committee for the coming year are:

Vice Chair/Chair Elect: Brian Baird
Secretary: Deborah Dandridge
LIII: Margaret Wilson
LI: Jana Krentz
Unclassified: Jill Girardo

Many thanks to all who participated in this election!

Jill Girardo

ATTACHMENTS

Minutes: Classified Conference Executive Board, 5/20/97; LFA Exec, 5/28 & 6/2/97; SDC, 5/13/97.

CLASSIFIED CONFERENCE EXECUTIVE BOARD

Minutes of meeting May 20, 1997

Present: Carmen Orth-Alfie (chair), Kristi Cook (chair-elect), Mary Ann Baker, Gaby Holcomb, Denise Schwartz, Carol Ann Vernon.

The minutes of the April 15 meeting were reviewed and approved with two corrections.

Chairperson's report on discussion with Marilu Goodyear:

Progress is being made on the plaque for the Classified Employee of the Year. Marilu believes the design is done and the location has been chosen.

Discussion was held with Marilu about staff training vs. staff development for classified staff. She suggested getting comments from the classified employees to be taken to the Coordinating Council.

Kristi will begin to attend Coordinating Council meetings before she becomes CC chair so that there is a smooth transition to her position as chair of CCEB.

Report on positions in the libraries:

- Conservator position announcement closed. Should be interviewing soon.
- The LAN position has been filled. Announcement was in last week's *FYI*.
- The last OA position in Cataloging has been changed to LA-I and will be advertised soon.
- A new half-time position, Accountant I, will be advertised sometime in the near future. This person will assist with accounting functions in the Administrative Office.
- As reported in the last Coordinating Council meeting, the job search for the head of Reference and Information Services has been dropped and is now being advertised as an assistant dean to be over Reference, Access Services and the Regents Center.

The follow-up retreat will be held for Science Library staff May 20 which will focus on restructuring classified staff assignments in the Science Library. M. Goodyear will attend to help make sure the reassignments do not conflict with tasks and procedures relating to other departments.

Old Business

Election of new board members. Carmen proposed that representative groupings be changed before the election to reflect the alignments of some departments which have

CCEB Executive Board Minutes

May 20, 1997

Page 2

been changed. Mary Ann will work with Carmen to determine the number of representatives for each group and they will send their proposal to all classified staff on e-mail for their approval. Carmen offered to help with the election, and Janet will be asked for her help also.

New Business

Needs assessment as discussed by Marilu and Carmen. The Classified Conference Personnel Committee will be asked to discuss the issue of training and staff development and come up with a needs assessment survey to be sent to all classified staff. Carmen will help with this.

Group news was shared. Carmen shared her enthusiasm for the "Owen Jones and Friends" exhibit which is now in Special Collections. Retrieval Services is planning to hold a three-day retreat to be scheduled soon. Discussion was held about the new evaluation system and frustrations some have found in the implementation of it. Gaby says she sits down with the people she supervises and they work things out together which she feels is a fair way to perform the evaluation, and it gets the other person more involved.

Mary Ann passed out copies of minutes of the PRC meeting.

The next meeting will be held June 17.

Minutes submitted by Carol Ann Vernon

LFA Exec Minutes for May 28, 1997.

Present: B. Schulte, G. Gibbs, J. Girardo, K. Lohrentz, B. Schaffner, C. Pierard, M. DeSart.

Minutes.

LFA Exec minutes for May 19 were revised and approved.

Staff Development Committee minutes for May 6 and May 13 were reviewed. A question was raised about conflicting information concerning the number of travel reimbursement requests that were approved as reported in the minutes for May 13.

Announcements.

Becky announced that she had e-mailed Dean Crowe in response to his message concerning the direct hire of two LI's. Exec had suggested that he explain the source of funding for the two positions. Dean Crowe plans to make an announcement at the Coordinating Council meeting this afternoon (subsequently cancelled).

Jill announced that a notice had been distributed concerning the procedure of preferential voting, which requires that nominees be ranked in numerical order.

Recruitment for CESR candidates is being tabled until the guidelines are finalized.

Exec discussed a memo from Kendall Simmons regarding a specific request for job-related training.

Becky also announced that she was working on the annual report. She wants us to consider recommendations for next year's committee.

CESR Guidelines.

Exec continued its review of the CESR guidelines for service and scholarly activity.

LFA General Meeting.

The final LFA general meeting for this year will be held Monday, June 23 at 10:00 a.m. in Conference rooms A&B.

Respectfully submitted by Ken Lohrentz, LFA Secretary.

LFA Exec minutes for June 2, 1997.

Present: B. Schulte, G. Gibbs, K. Lohrentz, C. Pierard, B. Schaffner, M. DeSart.

Absent: J. Girardo.

Minutes.

LFA Exec minutes for May 28 were revised.

Standards for Scholarly Activity and Service.

A subcommittee will work on revision of the draft received from the committee. It was agreed that the general principles will be more briefly stated, and some of the details will be transferred to the specific sections.

Next meeting will be Monday, June 9th at 10: 30.

Respectfully submitted by Ken Lohrentz, LFA Secretary.

Minutes
Staff Development Committee
May 13, 1997

Present: Deborah Dandridge, Vickie Doll, Kristi Cook

Absent: Al Mauler, Vic Cardell, Evelyn Constance Powell

Travel: Five travel reimbursement requests were approved. Lars Leon was approved for travel to ALA in San Francisco, June 27th-July 1st. Donna Koepp was approved for travel to ALA in San Francisco June 26th-July 2nd. Sherry Williams was approved for the KCAA (Kansas City Area Archivists) Symposium in Independence, Mo June 12th. Gaele Gillespie was approved to attend the NASIG (North American Serials Interest Group) Preconference on May 29th and the Conference May 29th-June 1st both to be held in Ann Arbor, Michigan.

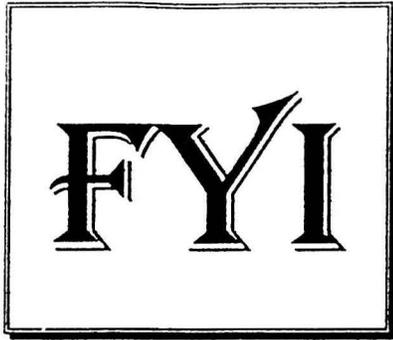
Programs: The travel seminars next week have now been advertised on e-mail. They will take place on Tuesday, May 20th at 10:30 a.m. and on Wednesday May 21st at 1:30 pm. No registration form is required.

Vickie is planning to review and discuss one of the *Dancing with Change* teleconferences for staff who missed the regular teleconference sessions.

The meeting adjourned at 10:00.

Evelyn Constance Powell

(Compiled from notes from Deborah Dandridge and Kristi Cook)



The University of Kansas Libraries

Number 1405

June 19, 1997

*** * * DEADLINE FOR FYI ARTICLES IS NOON ON WEDNESDAYS * * ***

BUDGET OPEN MEETINGS

The Planning and Resources Committee and Library Administration are organizing two open meetings for the staff to learn about the FY97-98 budget. Marilu Goodyear, George Gibbs, and Nancy Jaeger will provide information on the libraries' budget, including the materials budget. The Student Task Force will also present their recommendations regarding student assistant funding. The first meeting will be held Friday, June 20th, from 10:00-11:30. The presentations will be repeated on Wednesday, June 25th, from 3:30-5:00 in Watson. Both meetings will be held in Watson Conference Rooms A&B.

PERSONNEL

Lyn Wolz has been hired as Librarian II, tenure-track, (Reference Librarian/Bibliographer) with the Regents Center Library. Lyn earned an MA in Library and Information Science from the University of Missouri, Columbia, and an MA in Folklore from the University of North Carolina. From 1979-95 Lyn served as Head of Public Services in Stanley Library, Ferrum College (Virginia). In 1995, Lyn was appointed as a half-time Reference Librarian with the KU Regents Center Library. Lyn's new appointment became effective June 15, 1997.

Two Library staff positions have recently been approved for reclassification: Denise Swartz, Administrative Office, position reclassified from Accounting Specialist to Procurement Officer I. Terri Gottstein, Cataloging Department, position reclassified from Office Specialist III to Library Assistant I. These reclassification actions became effective June 15th and May 18th, respectively.

Sandy Gilliland

SABBATICAL LEAVE APPLICATION DEADLINE ANNOUNCED

Applications for Sabbatical Leave during the 1998/99 academic year are due in the Library Administrative Office by Friday, October 3, 1997, for review by LCPT and the associate dean and dean. Applications for sabbatical leave with the endorsement of the dean are due in the Office of the Provost by Friday, October 31, 1997. (Any eligible faculty member may submit an application for sabbatical leave without the endorsement of the dean. Such applications are due in the Office of Academic Affairs by September 22, 1997 and will be returned to the Library for review in the same manner as other sabbatical leave applications.) Eligible library faculty must complete an application for Sabbatical Leave form, available from the Library Administrative Office, 4-3601, or from the Office of the Provost, 4-4904. Additional information, including eligibility criteria and instructions, are also available.

Sandy Gilliland

(continued)

An Equal Opportunity/Affirmative Action Employer

PRESIDENTIAL PROGRAM FROM ALA

Attached to FYI is a flier announcing the opportunity to participate in the ACRL Presidential Program on "Disney Imagineers: Imagining the Learning Library" which will be presented at the ALA Annual Conference in San Francisco.

Nancy Burich

MELTON ELECTED TO ACRL SECTION AND KU ASSOCIATION

Rob Melton has been elected Chair-Elect of the English and American Literature Section of ACRL, term to begin immediately after ALA this month. In addition, Rob has been elected as president for 1997/98 of GLASA-KU (Gay and Lesbian Academic & Staff Associates of the University of Kansas).

Marilu Goodyear

NEWLY ELECTED LFA ASSEMBLY EXEC COMMITTEE MEMBERS

Omitted from last weeks's FYI was Vic Cardell being elected to serve as the LII representative.

Sandra Benedict

1998 HOLIDAYS ANNOUNCED

The State has announced official holidays for the 1998 calendar year. Please refer to the attached memo from Marc Adin, Director of KU Human Resources, for a complete listing of 1998 holidays.

Sandy Gilliland

ATTACHMENTS

Minutes: LFA Exec, 6/9/97

Minutes: Student Task Force, 4/30/97, 5/7/97, 5/13/97, 5/21/97, 5/28/97, 6/5/97

Flier regarding participation in ACL Presidential Program

TO: ACRL Members, Librarians, Library Staff, and Educators

DISNEY IMAGINEERS:

IMAGINING THE LEARNING LIBRARY

NO COST TO PARTICIPANTS

Listen via Phone Bridge, to a Live Program from San Francisco

On Monday, June 30, 1997, in the Marriott Hotel in San Francisco, Peggy Van Pelt, Development Specialist and Barry Braverman, Senior Vice President Executive Director for Walt Disney Imagineering, along with a design architect and a public services librarian will share their thoughts about how to realize the idea of the **Learning Library**, a library whose purpose or "story" lies in inviting exploration and in presenting openings for learning and research.

This ACRL President's Program is the first ever to be available from the annual meeting via remote delivery in real-time. *No need to wait for those pesky audio tapes.* Join us at a location near you as ACRL pilots the concept of taking conference programming to the membership. We encourage you to visualize future conferences where technology is used to import presentations and participants to the conference programming as well as make the program's events and information available to the greater ALA membership who can't attend conferences and annual meetings. This is the beginning.

DETAILS: Join in via audio bridge from four national locations

What: ACRL President's Program, Imagining the Learning Library

Where: Originating from the San Francisco Marriott Hotel, Yerba Buena Room 9

When: Monday, June 30, 1997 (2:00 p.m. to 4:00 p.m. *Pacific Daylight Time*) but **starting at 4:00 p.m. Central Time**

The Remote Site in This Region is:

KU REGENTS CENTER
12600 QUIVIRA RD.
OVERLAND PARK, KS 66213
Call (913) 897-8570 for directions.

LFA Exec minutes for June 9, 1997.

Present: B. Schulte, M. DeSart, C. Pierard, G. Gibbs, J. Girardo, K. Lohrentz.

Absent: B. Schaffner.

Minutes.

LFA Exec minutes for May 28 and June 2 were approved.

Revised Staff Development Committee minutes for May 13 were reviewed.

Announcements.

Becky has received a Sen. Ex. committee report on the evaluation of GRF funding. The report recommends that GRF funding for librarians be increased to \$2,800 for the coming year. Becky will send a copy of the report to each member of Exec and to any LFA members who request a copy.

Becky distributed copies of a memo she had received from John Richardson, Chair of the Salary and Benefits Committee. The issue brought up in the report was tabled until the next Exec meeting.

CESR Report.

Exec discussed the sub-committee draft. Exec will have a special meeting on Wednesday to continue the discussion.

LFA General Meeting.

The agenda for the LFA General Meeting to be held Monday, June 23, was discussed.

Next meeting of LFA Exec will be Wednesday, June 11 at 10:00 a.m.

Submitted by Ken Lohrentz, LFA Secretary.

Student Task Force

Minutes of June 5, 1997 meeting

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeamiqua Hall-Harris, Marilyn Hu, Doxie Larsen, Lars Leon, Bob Marvin, Barbara Woodruff

1. Approval of minutes

- 5/21 meeting minutes - Discussion on changes. Minutes accepted as corrected.
- meeting minutes - Committee members should review the draft and e-mail Doxie with suggested changes by our next meeting.

2. Memo to Marilu Goodyear (Brian) - Brian sent the revised document to Marilu.

3. Planning & Resources Committee - Open Budget Meetings

Bayliss - Judith contacted Bayliss and asked if the committee can talk to P&RC Committee about our recommendations. Bayliss is not sure about the timeline of our actions. Our report is due on June 18 to Marilu. We need to find out what Marilu has in mind before we can figure out who the committee needs to talk to and when.

Sandy reported from Coordinating Council that we would send the report to Marilu by June 18 who would then share the report with all staff quickly.

Sandy will contact Marilu to confirm what we should do.

4. Open budget meetings are Friday June 20, 10:00 - 11:30 and Wednesday June 25, 3:30 - 5:00 in Watson Conference Room A. Student Task Force members should attend in order to answer questions about our recommendations. Bayliss will pass out more information to committee members closer to the meetings .

5. Student budget expenditures for last 5 years - Barbara passed out some reports showing the dollars and hours for FY93, FY94, and FY95.

Committee members should already have data for FY96 and FY97. [Committee members actually may not have FY96 data].

FY	TOTAL HRS	TOTAL \$\$\$
FY93	157,789	\$ 674,082
FY94	158,385	\$ 728,391
FY95	157,863	\$ 668,004
FY96	173,627	\$ 813,500
FY97*	167,361	\$ 847,309

*projected as of 5/23/97

The KU Libraries had student monthly positions until January 1997. The total dollars and hours are **not** reflected above.

This information confirmed a conclusion which the committee had reached at the previous meeting. We do not need to base our projections on 200,00 hours but can go with the 170,000 hours.

6. Discussion of several issues to recommend in our report:

Longevity

We had a discussion on whether we award a longevity increase after "x" hours or by the fiscal year. Concern was expressed from some areas who need a larger pool of students to pick from for desk coverage, etc. Supervisors would also not feel comfortable deciding which students get to work more hours which would result in some student assistants receiving a pay increase before other student assistants.

Some technical service areas preferred to have fewer students work more hours. They see using hours as a tool for paying longevity could result in fewer students working more hours which could result in less supervising duties (e.g. training).

There was also the concern on the difficulty on how we would implement a longevity program based on hours. Our current payroll systems do not easily allow for the monitoring of how many hours students have worked.

It was suggested that we "keep it simple, fair, efficient, and consistent".

More discussion followed. We then reached agreement (vast majority for fiscal year basis with a few for hours logged) that:

Students on payroll by March 1, 1998 should receive longevity at the start of next FY (FY99). Grandfather clause for this year - Anyone hired by June 14, 1997 will receive longevity in August 1997.

What if the budget will support paying more than we are suggesting?

Discussion followed on what we would recommend if the budget could support paying higher rates. We decided to recommend that if we have more money we should pay a higher longevity increase. However, we would then have to look at the levels to make sure they are appropriately spaced. (e.g. Someone at level 1 would have to receive x years longevity to reach the same pay as an entry level 2).

7. Format of our report

Bayliss suggested some elements of our report. Discussion followed.

8. Points to reach consensus on for our report

The following points were reached via consensus and will be included in our draft report.

Longevity

All levels should receive longevity.

Supervisors do not need to do anything different from what is currently happening for students to receive longevity. As is the case now, supervisors are responsible for weeding out unsatisfactory students in the normal course of work.

Merit

We do not recommend any type of merit increases.

Number of levels

We should have 3 pay levels with an understanding that departments can work with the administration on establishing a wage higher than level 3 for extraordinary circumstances.

Levels of pay

Level 1 = \$ 5.15

Level 2 = \$ 5.75

Level 3 = \$ 6.50

New rates take effect August 10, 1997.

No "shift differential" pay. (i.e. Students who work at nights should not receive extra pay just for those hours worked).

The students will undoubtedly work in tasks at different levels. The students' pay should be determined by where the majority of their work falls.

Grandfathering

Students who are currently paid at a higher rate than where they should be placed in the new pay matrix will not have their pay level reduced. These students will receive the same longevity as everyone else. Once these students leave, then the new student assistants hired would have to be placed at to the appropriate pay level. Departments would be responsible for tracking this.

9. Last topics to be covered this meeting

We discussed what would be appropriate wording for the descriptions of each level.

Sandy volunteered to write the first draft of our report. She will try to get it to committee members before our next meeting.

Respectfully submitted by Lars.

Student Task Force

May 28, 1997

Minutes

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeumiqua Hall-Harris, Marilyn Hu, Doxie Lasen, Lars Leon, Bob Marvin, Barbara Woodruff

Minutes of May 14 were approved.

Next meeting will be Thursday, June 5, 1997 - 2-3:30, Watson Conference Room A.

The STF is looking at August 10 as an implementation date for student budget proposals to go into effect. The committee feels that a hold should be placed on longevity increases until decisions about the student budget can be made and approved. At this point, nothing can be approved by June 15 so the August date will allow time for planning and approval. Brian Baird was asked to prepare a memo to be sent to Marilu concerning the freeze on longevity, so that she can notify staff of delays.

Barb presented a chart that had been prepared by CJ. A rough breakdown indicates that about 80% of the student budget expenditure goes to students in the \$4.75 - \$5.15 wage range and 20% of the expenditure is for students in the \$5.20 - \$10.00 range.

Another chart presented by Barb depicted three student wage scenarios. Option 1 would be to raise the base rate to \$5.15 and give all rates above the base \$.10 longevity increase. Option 2 would be to raise the base rate to \$5.15 and give all rates \$.10 longevity increase. Option 3 would have three wage rates (\$5.15, \$5.75, and \$6.50) and each rate would then be given the \$.10 longevity increase. These scenarios are based on the student hours from F96 and the estimated student hours for F97. These scenarios also would not cut hours. Total funding for F98 is \$928,487.

Three questions were raised :

1- Do we grandfather in all current rates or just work into the three suggested wage rates?

Students below \$5.15 will be raised to that pay rate. Others at higher rates will be left where they currently stand.

2- What are the base numbers we're working with? This will further clarified.

3- Do students keep longevity when they move up to a higher pay rate?

VOTE:

Longevity doesn't move with the person to the higher wage rate.

YES: 10

NO: 0

Should all positions get longevity?

YES: 10

NO: 0

Should longevity stay at \$.10?

The consensus for now was yes. If longevity was raised above \$.10 it would cause budget complications.

If a student needs to be moved to the next pay level due to a change in their work responsibilities, the job would not need to be posted. The supervisor could recommend the advancement of the student. The concern was also brought up about what can be done for those students who's supervisors don't recommend them for deserved promotions.

It was also discussed that one of the factors to help in determining the guidelines for different pay rates could be based on the level of supervision that the student requires.

Conclusion

Sandy and/or Barb will try to find the average student hours for the last 5 years so that we can use them for comparison to the 170,000 student hours for F96 and the estimated 167,000 student hours for F97.

PRC wants to meet with us and Marilu on June 11 or June 18, but other factors may have to be dealt with before we can meet with them.

Minutes prepared by Doxie Larsen

STUDENT TASK FORCE

MINUTES

May 21, 1997

PRESENT: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeamiqua Hall-Harris, Marilyn Hu, Doxie Larsen, Lars Leon, Bob Marvin, Barbara Woodruff

I. ANNOUNCEMENTS:

- A. Our next meeting will be held on Wednesday, May 28, in Watson Room B FROM 2 pm to 3:30 pm. After next Wednesday, we will move to Thursdays from 2 pm to 3:30 pm. We may have to juggle this schedule a bit to accommodate vacations, etc.

II. MINUTES FROM PREVIOUS MEETING

These were distributed by Jeamiqua and group is to read, make any revisions, and send back to Jeamiqua by Friday. She will then distribute final copy at the next meeting.

III. REPORT ON MINIMUM WAGE INCREASE

Sandy provided the results of her discussions with Kansas State University regarding student pay and the minimum wage increase:

- A. K-State will implement the minimum wage increase for student assistants at the beginning of the fiscal year.
- B. They have set up the student pay schedule in three levels:
 - 1. \$5.15 (entry level)
 - 2. \$5.65
 - 3. \$6.40 (computing, technical work)
- C. They will evaluate new student assistants after the first semester. (Level 1). Level 2 and 3 student assistants will be evaluated each year in May.

- D. K-State also proposed a 10 cent per hour increase for each year in which a minimum wage increase did not occur.

Sandy will contact one other university (possibly Wichita State or Washburn) to obtain information concerning their policies on student wages and let us know her results.

IV. RESULTS OF INFORMAL INTERVIEWS WITH DEPARTMENT HEADS REGARDING STUDENT WAGES

Some committee members have already talked with their department heads and have shared their results on E-Mail. E-Mail will be fine for those members who didn't bring their results to the meeting. Those members who did have comments to share did so; the remainder of the comments will be sent on E-Mail.

V. PLANNING AND RESOURCES COMMITTEE REPORT

It was agreed that we should all look at the Student Assistant section of the report and review the summary. Discussion followed. The committee will recommend that no one should change pay rates until August 10. Sandy will discuss this with Marilu Goodyear. Nine out of fourteen of the libraries' department heads reported in their resource reports that they were in favor of at least maintaining the student assistant budget at its current status without lowering it.

VI. LARS LEON PROPOSAL - "FOOD FOR THOUGHT"

Lars reviewed his proposal for the Committee members. The points were discussed including 3 levels of pay for students, do we fund higher levels at higher rate at the expense of longevity, have less longevity, etc. Do we keep bulk of students by giving them a 10 cent increase or do we keep a smaller amount of higher level students at a higher salary? Considerable discussion followed.

Sandy will bring a list of "reasons students assistants leave" to the next meeting...should be very informative.

VII. VOTE

Bayliss asked the committee to vote on the longevity and merit question as well as the wage levels question. The following reflects the results:

DO WE RECOMMEND IMPLEMENTATION OF A MERIT INCREASE?

Yes: 1
No: 8

DO WE RECOMMEND IMPLEMENTATION OF LONGEVITY?

Yes: 9
No: 0

DO WE RECOMMEND IMPLEMENTATION OF LONGEVITY AT ALL LEVELS?

Yes: 9
No: 0

WAGE LEVELS

1 Level

Yes: 1
No: 8

2 Levels

Yes: 0
No: 9

3 Levels

Yes: 8
No: 1

PAY RATES

The following pay rates for 3 levels were agreed upon by the Committee:

Level 1: \$5.15
Level 2: \$5.75
Level 3: \$6.50

And a 4th level to be used under special, unique

circumstances. The payrate for this level will be set on a case-by-case basis.

Results of Number Crunching will be announced at the next meeting.

VIII. 1992 STUDENT TASK FORCE REPORT

1992 Report was distributed. Discussion ensued. Bayliss suggested that a small group be formed to discuss guidelines for tasks for the above three levels. Brian suggested that we all examine the 1992 Report and go from there...it is quite concise. Result of discussion was that we have to rethink our needs and our priorities.

The Agenda for next week: Committee is to read the 1992 Report, think about the 3 levels, examine additional information which Bayliss will send, and examine numbers which Sandy will provide.

Respectfully submitted,



Marilyn Hu

Student Task Force

Minutes

14 May 1997

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeaumiqua Hall-Harris, Doxie Larsen, Lars Leon, Bob Marvin

Absent: Marilyn Hu

Minutes: We approved the minutes of the May 7th meeting.

Announcements:

- 1) Next meeting will be held Wednesday, 21 May, 2pm, in Watson Conference Room B.
- 2) As of June 5, our meeting will be held from 2pm-3:30pm on Thursdays.

Marilu Goodyear and Nancy Jaeger came to our meeting to give us information and answer questions.

Q. What is the date by which you would like to receive our recommendations on pay issues?

A. The committee should take its recommendations to Coordinating Council approximately June 11th or 18th. Timeline for other changes could be flexible.

Q. Do you have a preference on when we should implement the minimum wage increase--- at the beginning of the FY or in September when it's required?

A. Might do a study to see what the cost difference is.

Q. Do you have in mind a preferred minimum and maximum at which we set our student wage rates?

A. No.

Q. Who will decide which of our proposals are implemented?

A. Marilu will consult with Nancy J. & Sandy G. and Bill Crowe, then take recommendations to Coordinating Council.

Q. Will the policy changes proposed by the Student Task Force (STF) and approved by whomever be implemented "across the board." (e.g. students should receive higher wage rates for higher level responsibilities even in departments who have not chosen to do this in the past).

A. Include in recommendation how to go about it. STF can recommend guidelines (i.e. what duties might be found in each wage rate category).

Marilu's remarks:

FY 98 Student Budget was determined by the base amount for SPRING 97 multiplied by 2.

*University gave \$100,000 to help in funding for last year and this year.

Liable to get more Work Study money if library can actually use it (if students can be found to fill positions).

University Administration is talking about changing allocation of Federal Work Study to departments.

Howey Reading Room will not be funded from KU Libraries' monies.

Advised committee to review resource reports published by Planning Resource Committee (PRC) to see how departments view their student assistant needs.

For example, Student Assistant hours/monies will need to be increased in the Conservation Unit.

Regent Center student budget is not to be considered by committee.

Marilu asked the committee-should the Libraries maintain current number of student hours or pay higher wages? Should we cut available student assistant hours to be able to offer higher wages?

Marilu named some staff members who she suggests the committee members might speak with regarding student assistant pay issues. She also suggested that committee members talk to some of the new student assistants about student employee wages. Include in our recommendations what flexibility departments should have in regards to choosing pay rate for each of their student positions.

Sandy will keep Nancy and Marilu informed on the progress of the STF.

The committee could refer to Brian on the topic of student assistants and wages due to his experience with these issues.

It was stated that the committee is not to focus on departmental allocations, but may recommend that a department offer certain pay rates due to tasks students perform.

Goals for this committee-

consider what works for The Libraries, attracts good students, and retains students.

After Marilu and Nancy Jaeger left, we discussed two questions our committee needs to think about today-
Q. Will those working June 15 get a longevity increase?
Q. Will hiring students at a higher rate attract more applicants?

The STF discussed some of the questions that Lars and Bayliss sent through email to each member of the committee on May 8th.

Q. When should the minimum wage be implemented (beginning of FY in June or later when we have to)?

A. Bayliss suggested that change be implemented August 10th.

-A Consensus was reached on this suggestion that nothing would change until August 10th (pay rates would

remain the same until August 10th and no longevity or increase in wage before that date).

Q. Should the lowest level we pay students be \$5.15?

A. Brian proposed that proposed pay rates be figured into the Budget Sheet. Bayliss stated that we obviously cannot pay anyone below \$5.15.

-A Consensus was reached- the lowest payrate will be \$5.15.

Q. Should there be different pay levels?

If so, what should the pay rates for each level be?

If so, what criteria should be used to place students in a certain level:

-longevity, or job responsibilities, or merit, or a combination

A. It was suggested that longevity raises based on number of hours worked be offered. (For example, a student at \$5.15 goes up to \$5.40 after working 500 hours). Bayliss suggested that one option would be to not increase wages for those currently at highest pay rates. Brian suggested that the highest level be set for special circumstances. Sandy proposed agreement to certain number of levels plus allow flexibility for odd and very unusual circumstances.

Lars reminded the committee about creating a draft of recommendations of wage rates/duties. He also asked that, if wage rates/duties method was put into effect, will there be a need for a review of the newly aligned system.

Committee members are to come to the next meeting with a plan consisting of at least 3 pay rates and descriptions as to what job duties are suggested for each one.

Sandy G. will call a few nearby universities to see how they are implementing the minimum wage increase.

From: Mary Ann Baker <mbaker@mail.lib.ukans.edu>
To: KU Libraries' Student Task Force List <KULSTF-L@st...>
Date: 5/13/97 3:18pm
Subject: Corrected 7 May Minutes

Here are the minutes with some corrections. Any others? -- Mary Ann

Student Assistant Task Force Minutes 7 May 1997

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeaumiqua Hall-Harris, Marilyn Hu, Doxie Larsen, Lars Leon, Bob Marvin

Minutes: We corrected and approved the minutes of the April 30th meeting. Bayliss will check with Marilu Goodyear regarding the dissemination of our minutes to the library staff.

Announcements:

- 1) A ListServ for the task force will be available soon.
- 2) Marilu will probably attend our next meeting, Wednesday, 14 May, 2pm, in Watson Conference Rm B, and Jeaumiqua will serve as recorder.
- 3) Whatever the task force recommends, a student assistant will not make less than he or she makes now.
- 4) E-mail your schedules to Bayliss, who will try to find times for the task force to meet in June.

We had a wide-ranging discussion on Student Assistant compensation. With regard to the budget we know that there is not enough money to give all Student Assistants a 40-cent raise (increase in minimum wage + continuing longevity raises at 10 cents/hour/years in service). But we need more information. Then we can set up some conditional scenarios: "If we do _____, the consequences/ results are _____." Also, do we implement the minimum wage change in June at the beginning of the fiscal year or in September as mandated?

We talked over the criteria for wages above the base rate: longevity, job responsibility, merit or a combination. We looked at a possible wage rate scale and considered some of the difficulties with the establishment and the oversight of any new wage scale.

Sandy passed out information which Barbara had gathered for us: Computing Services Salary Table for Student Employees, Dept. of Student Housing Criteria for Student Hourly Pay Increases, Kansas Geological Survey (KGS) Student Salary Ranges. Sandy also had some student employment information from Parking Services. The KGS is able to give their student employees cost of living raises!

Before our next meeting Bayliss and Lars will put together a list of questions for Marilu to discuss with us at our May 14th meeting. The task force should e-mail the ListServ with any other questions.

2/11/98
11 5/17/97

Student Task Force

Minutes

4/30/97

Present: Bayliss Harsh (Chair), Brian Baird, Mary Ann Baker, Sandy Gilliland, Jeumiqua Hall Harris, Marilyn Hu, Doxie Larsen, Lars Leon, Bob Marvin, Barbara Woodruff

DRAFT

Bayliss Harsh gave overview of work done by previous groups that looked at student employment issues.

Task force has been asked to complete its third charge by the end of May. This charge reads: "Pay Issues—What wage rates should we have for student workers? What should be the recommended starting wage? Should we implement a wage scale for student assistants? Recommend how we might implement the next minimum wage increase."

Pay issues must be addressed to assist the Libraries' Administration in preparing their budget allocations for FY98.

Barbara Woodruff is going to investigate what other units on campus are paying their student employees. She is also going to ask if other units have any documented procedures for awarding pay rates for their students based on their task assignments.

Lars Leon will review the data gathered by past groups who looked at student employment issues and pull information that will be relevant to this task force's assignment.

The task force will meet weekly in an effort to complete our task by the assigned deadline.

Next meeting will be Wednesday, May 7.

—Recorded by Brian Baird

The University of Kansas

Department of Human Resources

June 12, 1997

TO: Vice Chancellors, Deans, Directors and Chairpersons

FROM: Marc B. Adin
Director

SUBJECT: Holidays for 1998 Calendar Year

Governor Graves has designated the following days during 1998 as holidays for State employees:

New Year's Day	Thursday, January 1, 1998
Martin Luther King Day	Monday, January 19, 1998
Memorial Day	Monday, May 25, 1998
Independence Day	Friday, July 3, 1998
Labor Day	Monday, September 7, 1998
Veterans Day	Wednesday, November 11, 1998
Thanksgiving Day	Thursday, November 26, 1998
	Friday, November 27, 1998
Christmas Day	Friday, December 25, 1998
Discretionary Day	

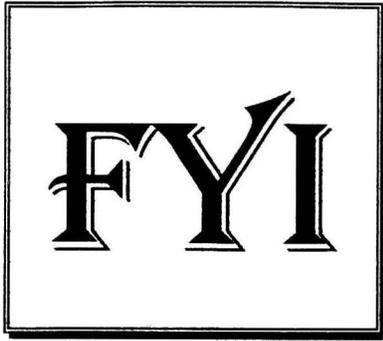
The Discretionary Day is an additional day with pay provided eligible classified and unclassified employees for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of their choice.

Martin Luther King Day has been designated an academic as well as a State holiday; consequently, departments should either be closed, or staffed at reduced levels such as those maintained on Independence Day or Labor Day. With respect to Veterans Day, the Board of Regents has determined that because classes are in session on that day, unclassified employees of the Regents' institutions will not observe this holiday.

Consistent with the needs of departments, classified employees may choose to, or be asked to, work on a holiday. Those classified employees who work on a holiday may accrue compensatory time for later use.



cc: Personnel Related Staff Members



The University of Kansas Libraries

Number 1406

June 26, 1997

CLASSIFIED VACANCY

Applications are being accepted for a half-time Accountant I position in the Library Administrative Office. Responsibilities include: 1) Accounting activities, 70%; 2) Data entry/payment and income documents, 20%; 3) Miscellaneous duties, 10%. Minimum Qualifications: Must possess any combination of the following to equal two years (A1000, PL4): Experience in professional accounting/auditing and/or education in accounting/auditing. Preferred Selection Criteria: Experience using microcomputers (skill code EQIBM) with database management, word processing and spreadsheet software, preferably dBase/FoxPro, Excel/QuattroPro, and Word. Accounting skills or experience (skill code A1010, PL 4). Demonstrated ability to work independently. Ability to work under pressure and to handle work-related stress. Accurate typing skills of approximately 50 wpm. Knowledge of University/BACIS accounting system and Kansas state laws and payment procedures; knowledge of HRPay payroll system. Salary: The Accountant I is funded at salary range 23 of the State Civil Service salary scale, at a beginning hourly wage of \$12.81. Application instructions: Library staff must complete a "Request for Promotion or Transfer Form", as well as additional application forms, available from Barbara Woodruff in the Library Administrative Office. Student assistants interested in this opportunity must apply through the KU Department of Human Resources. Applications must be received by 5:00 p.m. Monday, July 7, 1997.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

HUSIC TO LECTURE IN SPRING INTERNATIONAL SEMINAR

Geoff Husic has been selected as one of nine lecturers in next spring's International Seminar for Faculty, which will be devoted to the theme of "Nation and Identity: The State, Ethnicity and Nationalism on the Eve of the Millennium." Geoff's lecture will be "Is There/Will There Be a 'Bosnian Language'?" The exact date, time and place will be announced later this year.

Rob Melton

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